



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

SUBMITTAL CHECKLIST FOR VARIANCE

SUPPLEMENTAL

INTRODUCTION

When practical difficulties, unnecessary hardships or results inconsistent with the general intent and purpose of the zoning code occur by reason of the strict and literal interpretation of any of its provisions, a zone variance may be granted in accordance with Chapter 17.60 of the Sierra Madre Municipal Code.

Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

A variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

Minimum Submittal Requirements:

Listed below are the minimum submittal requirements for Variances. If there are multiple entitlements, they may be combined under one submittal.

- Electronic Submittal**
All required submittals listed below shall be provided in electronic format via flash drive or CD.

- Master Zoning Application Form – One (1) copy**
 - a) Cover sheet with applicant signature, notarized
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Entry onto Private Land
 - e) Owner's Affidavit

- Ownership Verification – One (1) copy**
 - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
 - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable

- Notification Packet**

- Application Fees – See adopted fee schedule, viewable at:**
<https://www.cityofsierramadre.com/cityhall/finances/fees>

It is recommended that the following submittal requirements be completed by a licensed architect.

- Project Narrative** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

For all requests for a variance, provide a written narrative that thoroughly describes the proposed project and how it would not constitute a granting of special privileges inconsistent with the limitation upon other properties in the vicinity and zone in which the property is located. The narrative shall also describe how the project meets the following required findings for approval of a Variance.

Findings. Before any zone variance is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter the existence of the following facts:

1. The conditions of the variance will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.
2. The variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.
3. The applicant has shown that there are special circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other adjacent properties included in the same zone as the subject property.
4. The special circumstance make the granting of the zone variance necessary in order to facilitate a reasonable use of the property involved.
5. The variance will be consistent with the objectives of the general plan and the zoning ordinance.

- Project Drawings** – Two (2) 11” x 17” copies (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal). Project Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
 - 1) Total area of site in square footage
 - 2) Gross and Net building area calculations:
 - a. Existing and proposed square footage
 - b. Existing and proposed number of buildings and dwelling units
 - 3) Existing building construction dates
 - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).
 - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
 - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.

- 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
- 8) Existing and proposed building heights and number of stories.
- 9) Total area of project site proposed to be dedicated towards landscaping.
- 10) Total area of project site proposed to be dedicated towards hardscape/paving.
- 11) Existing zoning and land use designation.
- 12) Existing and proposed UBC occupancy group and construction type.

- Existing and Proposed Site Plan
- Existing and Proposed Floor Plan
- Existing and Proposed Roof Plan
- Existing and Proposed Building Elevations

Additional Documentation

Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.