



## VARIANCE APPLICATION CHECKLIST

### Deposit for Variance Application:

[See Fee Schedule.](#)

(The final fee is dependent on each project application. Please read and sign the [Cost Recovery Form.](#))

**Processing Time:** See timeline on Page 2.

**Submission Checklist (Include this checklist with all required materials and submit online at the [City of Petaluma Permits & Planning Application Hub.](#)**

- ☐ [General Application Form](#)
- ☐ **All applicable fees to be paid:**
  - ☐ Read and sign the [Cost Recovery Form](#)
  - ☐ Provide deposit for Variance Application
  - ☐ Additional Studies Deposit (if applicable)
- ☐ Detailed proposal statement and justification describing the type and purpose of the proposed variance.
- ☐ Recent Title Report for the property (within last six months).
- ☐ [Environmental Information Questionnaire](#)
- ☐ Site Photos (showing existing vegetation and structures, with views of and from the site).
- ☐ **Plans and Exhibits**
  - ☐ Site Plan, accurately drawn to scale. Include the following:
    - Scale, North arrow and Date.
    - Name and phone number of person preparing plan. A licensed architect, landscape architect and/or civil engineer should wet stamp and sign off final plans as appropriate.
    - General location or vicinity map of the proposed site and surrounding area within at least 300' of the property. Please note any major streets and geographic features, such as the Petaluma River.
    - Include land uses of adjacent properties.
    - Include all existing features on the site including topography, any structures, street frontage improvements (i.e. curbs, gutters, sidewalks, edge of paving), utilities, power poles, easements, parking areas, trees, creeks, drainageways, etc. and name of adjoining streets, or right-of-way easements and nearest cross street. Show property lines with distances.
  - ☐ Development Plan
    - Must have sufficient detail to ascertain the potential impacts of proposed changes. The level of detail required includes: the general location of proposed uses including all building areas, outdoor use areas, access roads, driveways, parking areas, service or loading areas, drainage and landscape areas.

### Submission requirements for all Plans and Exhibits:

- ☐ Submit **one digital copy in PDF format.**
- ☐ Legend on the first sheet identifying each sheet in the plan set
- ☐ Title for each sheet, scale, north arrow and date.
- ☐ Name, phone number, email address of person preparing plans

### City of Petaluma Planning Division

11 English Street, Petaluma, CA 94952

Hours: Please visit our website for current hours.

Mondays through Thursdays. Closed Fridays

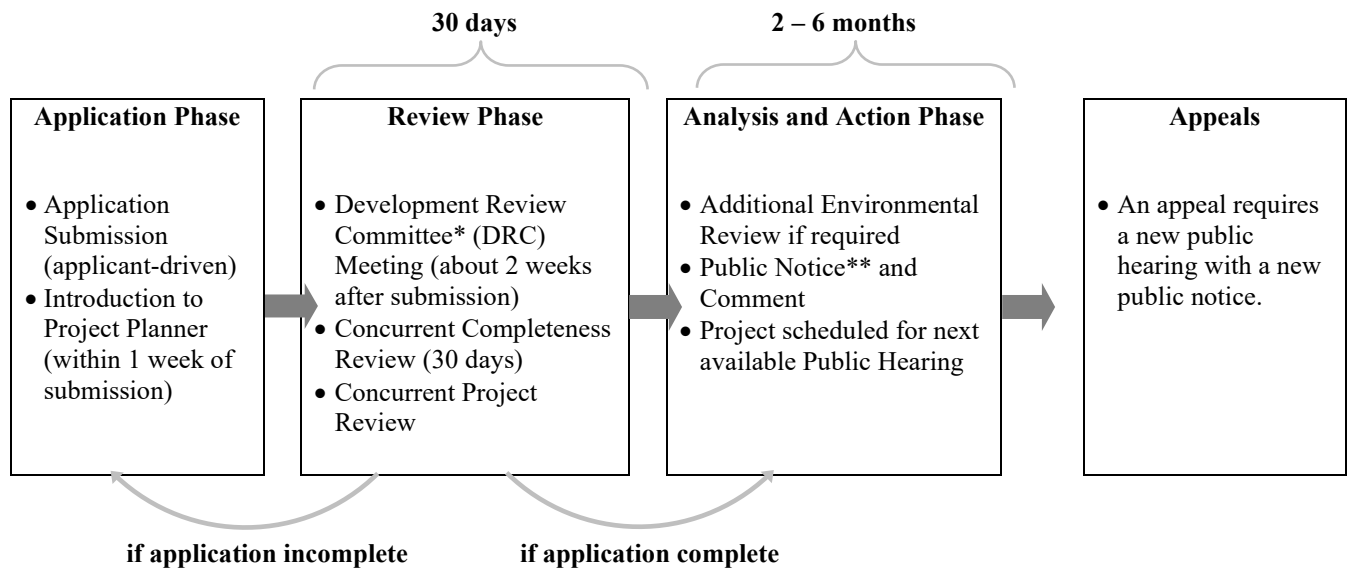
T: (707) 778-4470

For faster responses, please e-mail us at:

[petalumaplanning@cityofpetaluma.org](mailto:petalumaplanning@cityofpetaluma.org)

<https://cityofpetaluma.org/departments/planning/>

# Application and Processing Timeline for Variance Applications



\* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and begin to identify issues, but is not the decision-making body for project approval. You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions.

\*\* The applicant is responsible for all costs associated with public noticing and processing the application.

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## What is a Variance?

A Variance is permission to depart from the literal requirements of the Implementing Zoning Ordinance. Variances provide the discretion and flexibility necessary to resolve practical difficulties or unnecessary hardships resulting from a zoning requirement, and are regulated by required findings set by the California Government Code.

## When is a Variance needed?

When the strict interpretation of a zoning regulation, such as maintaining the required yard area, cannot be met because of a physical hardship of the property, a Variance may be needed. For example, a property owner of a hillside lot finds that the required front yard building setback prohibits him from building a garage on the only flat part of his yard. All of the neighboring houses are built on flat lots and have garages. A Variance may be able to provide the relief needed from the strict adherence to the zoning standard so that the garage can be built.

For more information, please refer to [Implementing Zoning Ordinance Sections 24.050 and 24.060](#).

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