



City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626)855-1500 Fax (626)961-4626

VARIANCE APPLICATION

NOTICE TO ALL APPLICANTS

In order for City Staff to expeditiously process your application and avoid processing delays, it is imperative that your application, plans, and/or other requested attachments are complete and that all requested information is submitted.

A complete description of the required materials is contained in the application. Please check the following items that have been included with the application:

Variance Application: (Check One)

- Categorically Exempt Variance application fee
- Negative Declaration Variance application fee

- Completed application with notarized signatures
- Completed Environmental Information Form
- 500' radius vicinity map
- List of property owners within the 500' radius
- One (1) set of mailing labels (Avery 5160) and stamps for list of property owners
- Architectural drawings, plans (optional)
- Other _____

The Planning Commission/Development Review Board meets on the first Tuesday of every month at 7:00 p.m. Planning Department personnel are available between 7:30 a.m. and 5:30 p.m., Monday thru Thursday and between 8:00 a.m. and 5:00 p.m. on alternate Fridays to answer any questions you may have or to receive your application for filing. It is recommended that you make an appointment with a planner if you wish to discuss your application.

Please sign and include this sheet with the filling of your application.

Applicant/Authorized Agent

**CITY OF LA PUENTE
APPLICATION FOR
VARIANCE**

File No. _____
Date _____
Env. Status _____

Project Address _____

APPLICANT AND PROPERTY OWNER INFORMATION

Name of Applicant: _____

Applicant's Address: _____

_____ City State Zip

Applicant's Daytime Phone Number: (_____) _____

Applicant's FAX Number, if any: (_____) _____

Applicant's E-mail address, if any: _____

Name of Property Owner: _____

Property Owner's Address: _____

_____ City State Zip

To the Planning Commission and City Council:

Pursuant to Chapter 10.80, Title 10 of the La Puente Municipal Code, I/we, the owners of real property, or authorized representative(s), hereby petition, in writing, for a Variance from certain requirements set forth in the La Puente Municipal Code, as specified below on property legally described as (exact legal description): _____

Address of the property involved: _____

From what Municipal Code section does this variance application request relief?

State the reason(s) the Municipal Code requirement cannot be met:

The present use of the property: _____

Zone of the property _____ General Plan Designation: _____

Site Area: _____ Square Feet _____ Acres (net)

Number of lots: _____

CITY OF LA PUENTE

REQUIREMENTS FOR FILING A VARIANCE

1. **APPLICATION FORM.** Each question must be answered completely. The application must be signed by the property owner and notarized before a Notary Public. The written consent of all property owners of the property(ies) for which the application is being filed must sign or otherwise authorize their consent to the filing.
2. **FILING FEE & DEPOSIT.** The Municipal Code requires that a filing fee plus a deposit to cover processing costs (the actual staff hours are charged against the deposit) be paid at the time of filing the application. The filing fee is not refundable. Unencumbered portions of the deposit will be refunded to the applicant.
3. **VICINITY MAP.** A vicinity map showing each lot within 500 feet of the exterior boundaries of the property under consideration must accompany the application. The map must be drawn accurately and at a scale of 1" = 200'. Each lot must be consecutively numbered to correspond to the names on the property owner list (as explained below). Base maps may be obtained from the City Planning Department.
4. **PROPERTY OWNER LIST.** The identifying numbers on the vicinity map must also be included on a list of property owners and their addresses printed individually on Avery 5160 self-adhesive mailing labels. The list must contain the names and addresses of the property owners identified as being within 500 feet of the exterior boundaries of the property under consideration. The names of property owners may be secured from the County Assessor, East District Office, 1190 Durfee Avenue, South El Monte, California. Private companies also provide this service.
5. **STAMPS.** One self-adhesive U.S. postage stamp for each of the property owners identified on vicinity map must be submitted with the application. The stamps will be used to mail the public hearing notification to each owner.
6. **DEVELOPMENT PLANS.** (Optional) Ten (10) copies of development plans with at least the following details drawn to scale and dimensioned and one (1) 8 ½" x 11" reduction:
 - a. Location of the subject property and abutting properties.
 - b. Location and use or uses proposed for each existing and each proposed structure in the development area, the number of stories, gross building area and approximate location of entrances.
 - c. All existing and proposed storage, curb cuts, trash areas, driving lanes, off-street parking areas and loading areas, streets, alleys and easements.
 - d. All pedestrian walks and open areas for the use of occupants of the proposed development and the public.

- e. All exterior or proposed physical features such as hydrants, utilities, exterior lighting, signs, drainage facilities, existing trees, rock outcroppings and recreation facilities, and a statement setting forth the method by which these features shall be preserved and maintained.
 - f. Plans and elevations of one or more structures to indicate architectural type and materials of construction
7. PHOTOGRAPHS. Photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
8. ADDITIONAL REQUIREMENTS. The Planning Department reserves the right to request any additional plans an/or information that it feels is necessary for the public's understanding of the proposed amendment.

REQUIRED FINDINGS BEFORE A VARIANCE MAY BE GRANTED

Pursuant to Chapter 10.80, Title 10 of the La Puente Municipal Code, before any variance may be granted, it shall be shown that:

- a. There are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and zone.
- b. Such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property question.
- c. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located.
- d. The granting of such variance will not adversely affect the comprehensives of the proposed project.

PROPERTY OWNER'S AFFIDAVIT

STATE OF CALIFORNIA)
) ss
COUNTY OF LOS ANGELES)

I/We _____ being duly sworn, depose and say that I/we am (are) the owner(s) of part (or all) of the property involved and that this application has been prepared in compliance with the requirements of the La Puente Municipal Code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Signed: _____

Signed: _____

State of California

County of _____

On _____, before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I hereby certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

Place Notary Seal Above



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ACKNOWLEDGEMENT OF BURDEN OF PROOF

TO ALL APPLICANTS FOR DEVELOPMENT AND SIGN PERMITS, UNCLASSIFIED USE PERMITS, TENTATIVE PARCEL, OR SUBDIVISION MAPS, CHANGE OF ZONE, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, OR VARIANCE.

The employees of the Planning Department and Building Department have been instructed to give every possible assistance to anyone who desires to avail himself of the remedies provided by the Code in special zoning problems involving any of the procedures mentioned.

Such assistance, however, MUST NOT be interpreted as encouragement to the applicant, and THE APPLICANT MUST UNDERSTAND THAT IN ALL CASES THE BURDEN OF PROOF IS UPON HIM TO MAKE THE SHOWING NECESSARY before any of the described petitions can be granted, and that there is no guarantee expressed or implied that any application will be granted whatever agency that has authority in the matter.

The applicant must understand also that each matter must be carefully investigated and that after the investigation has been made, or the public hearing has been held, the Staff's recommendation or decision may be contrary to the position taken in the preliminary discussions.

The staff is NOT PERMITTED to assist the applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Date

APPLICANT: _____
Print or type name

Signature

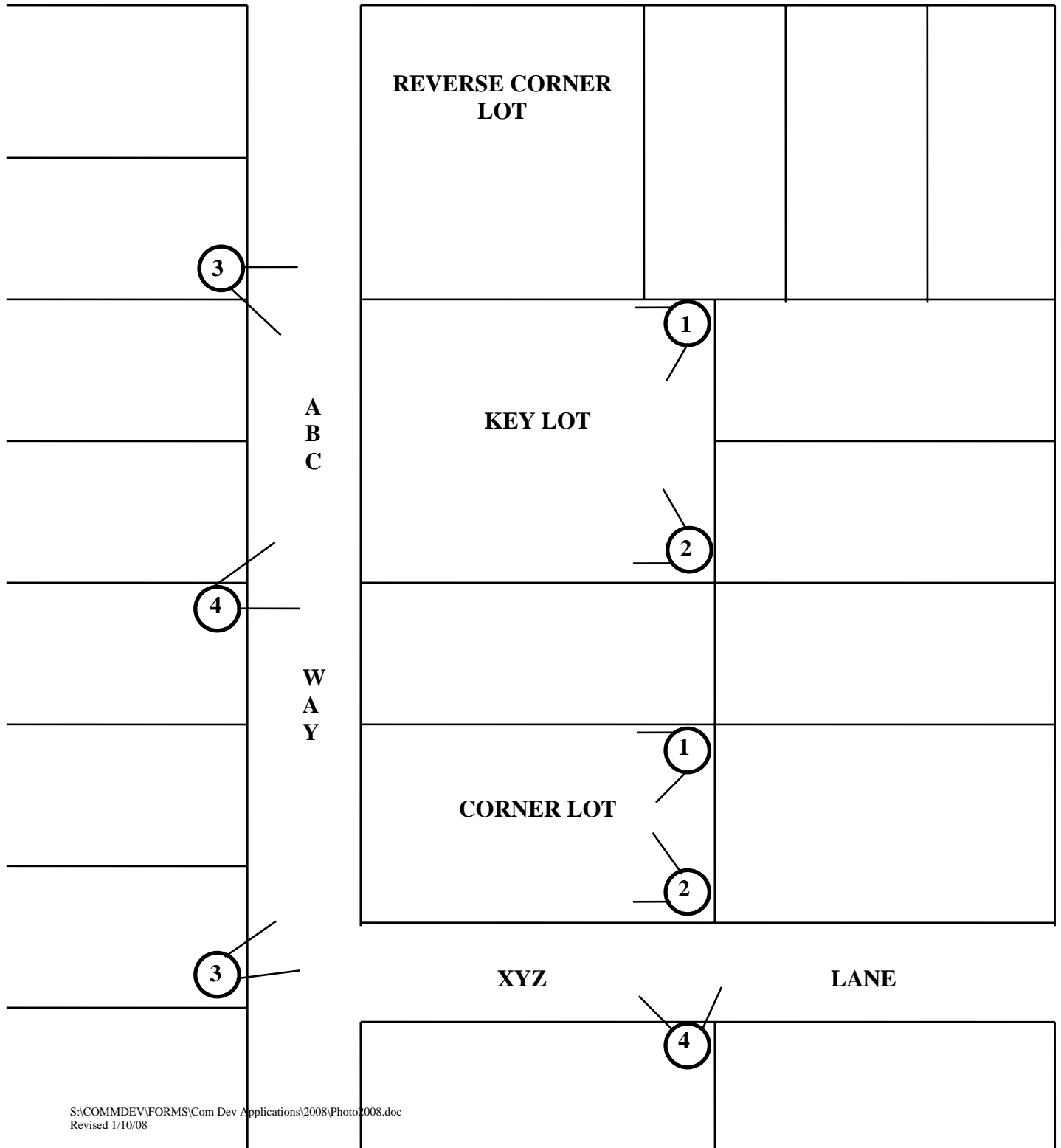
Address

City State Zip

Application No. _____

CITY OF LA PUENTE GENERAL INSTRUCTIONS FOR PHOTOGRAPHS OF SITES

The applicant must submit photographic prints from all angles (as shown below) of the subject property including the adjacent properties and area of the addition or development. All photographs must be captioned and numbered corresponding to the sample photograph map shown below. (A copy of location map may be obtained from the Community Development Department).





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ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date filed: _____

File No: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address or location of project: _____

Assessor's Map Book, Page and Parcel Number: _____

3. Name(s), address(es), and telephone number(s), of person(s) to be contacted concerning this project:

4. Type of permit applied for: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies : _____

6. Existing zoning district: _____

7. Proposed use of site (project for which this form is filed); _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

8. Site size: _____
9. Square footage of building(s): _____
10. Number of floors on construction: _____
11. Amount of off-street parking provided: _____
12. Proposed scheduling: _____
13. Associated projects: _____
14. Anticipated incremental development: _____

15. If **residential**, include number of units, schedule of unit sizes, range of sales price or rents and type of household sizes expected: _____

16. If **commercial**, indicate the type (whether neighborhood, city or regionally-oriented), square footage of building area and loading facilities:

17. If **industrial**, describe type, estimated employment per shift and loading facilities:

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

19. If the project involves a variance, conditional use permit, zone change, General Plan or municipal code amendment or specific plan application, state why the application is needed:

20. What utilities are available to the project site?

Are the following items applicable to the project of its effects? Discuss below all items checked yes (attach additional sheets if necessary).

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 21. Change in existing features of any hills, or substantial altering of ground contours. |
| _____ | _____ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| _____ | _____ | 23. Change in pattern, scale or character of general area of project. |
| _____ | _____ | 24. Significant amounts of solid waste or litter. |
| _____ | _____ | 25. Change in dust, ash, smoke, fumes or odor in vicinity. |
| _____ | _____ | 26. Change in ground water quality or quantity, or alteration of existing drainage patterns. |
| _____ | _____ | 27. Substantial change in existing noise or vibration levels in the vicinity. |
| _____ | _____ | 28. Site on filled land or on slope of 10 percent or more. |
| _____ | _____ | 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable, or explosives. |
| _____ | _____ | 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) |
| _____ | _____ | 31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.). |
| _____ | _____ | 32. Relationship to a larger project or series of projects. |
| _____ | _____ | 33. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project? |
| _____ | _____ | 34. If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

ENVIRONMENTAL SETTING

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

36. Describe the surrounding properties, including information on plants and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

37. Attach plans showing all existing and/or proposed development.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

(Signature)

For: _____