



# CITY OF MONTE SERENO

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## VARIANCE SUBMITTAL REQUIREMENTS

### APPLICATION FEES:

- \$3,040 - Variance Application Fee

### SUBMITTAL TO INCLUDE:

- Completed Application including Project Summary Form (attached)
- One full-sized set of plans (no larger than 24" x 36" - scale no less than 1/8" = 1')
- Electronic set of plans in PDF format (on Flash Drive or emailed to [cityplanner@cityofmontesereno.org](mailto:cityplanner@cityofmontesereno.org))

Once the application is deemed complete, the following documents will be required:

- Six sets of plans on 11"X17" size paper
- Electronic set of plans in PDF format (on Flash Drive or emailed to [cityplanner@cityofmontesereno.org](mailto:cityplanner@cityofmontesereno.org))

Plans shall contain the following:

- Site plan including allowable and proposed setbacks and indicating all structures proposed and existing
- Existing and Proposed Floor plan (Scale: ¼" =1')
- Elevations (Scale: ¼" =1') including allowable and proposed height of all structures
- Cross-sections
- Landscape plan shall indicate all existing trees and landscape screening, an indication of any trees or screening to be removed and an indication of proposed plantings of trees and screening.
- Roof Plan
- Scale and dimensions on each page
- Address of site
- Grading Plan
- Indication of variance request e.g., if setback variance shows area of encroachment as "hatched" and show proposed and required setback line.

Calculations of the:

- Lot area
- Allowable Maximum Square footage of main dwelling
- Proposed Square footage of main dwelling
- Allowable and Proposed Structural Coverage Figure

- Allowable and Proposed Impervious Coverage Figure
- Proposed Grading Quantity (cut & fill)

**CITY COUNCIL ACTION**

In order to approve a variance application, the City Council must make positive findings to the following. Please address these issues in your written application.

- Variances from the terms of the zoning ordinances shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications.
- Any variance granted shall be subject to such conditions as will assure that the adjustment thereby 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 regulations governing the parcel of property. The provisions of this section shall not apply to conditional use permits.

**SUBMITTING MORE THAN ONE APPLICATION**

These instructions will be modified in the event an application for a variance is filed simultaneously with another application, e.g., design review, subdivision, use permit, etc. Please inquire of the Planning Department any further instructions or modifications to these instructions.

**PLEASE NOTE**

In any case where a Variance has not been used within one year from the date of issuance, such Variance shall be automatically null and void without further action of the Council. See Section 10.10.020 (E) of the Monte Sereno Municipal Code.