The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.

2. **Application Fee:** $85.00
SITE PLAN

6. **Three (3) copies of a site plan.** A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on a site plan. **The site plan must show the following information, as appropriate:**

   ( ) **Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.

   ( ) **Buildings and Structures.** Location, size, height and proposed use.

   ( ) **Yards** and spaces between buildings

   ( ) **Walls and fences:** show location, height and materials.

   ( ) **Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.

   ( ) **Signs,** including location, size, height and type of illumination.

   ( ) **Lighting,** including location and general nature - indicate any hooding devices

   ( ) **Street dedications** and improvements (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.

   ( ) **Landscaping,** including location and plant types, and irrigation equipment.

   ( ) Such other data that may be required by staff to adequately evaluate your project.
Please type or print clearly in ink. Incomplete applications will be returned.

Project Address or legal description:

Assessor Parcel Number:

Existing use of project site:

Describe the proposed project. For what standards are you requesting a minor deviation (e.g. front yard setback, etc.)?

What is the zoning designation of the site?

How many acres are involved?

Why do you believe that a minor deviation is warranted in this case?
Applicant Name: ________________________________________________
Address: _____________________________________________________
City: _______________ State: ______ ZIP: ________________
Phone/Email: ________________________________________________

Agent/Representative: _________________________________________
Address: _____________________________________________________
City: _______________ State: ______ ZIP: ________________
Phone/Email: ________________________________________________

Property Owner: ______________________________________________
Address: _____________________________________________________
City: _______________ State: ______ ZIP: ________________
Phone/Email: ________________________________________________

Please indicate if correspondence is to be sent to:
__ Applicant  __ Agent   __ Property Owner

Specific Description of Request (ATTACH ADDITIONAL SHEET IF NECESSARY)
_________________________________________________________________________________________

Project Location: ______________________________________________
Assessor’s Parcel Number(s) ______________________________________
Current Zoning: ________________ Current Land Use Designation:

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

Print Applicant’s Name __________________________________________
Applicant’s Signature __________________________________________
Date ___________

Print Property Owner’s Name (if different from applicant) ____________
Property Owner Signature _________________________________________
Date ___________

Print Agent’s Name _____________________________________________
Agent’s Signature ______________________________________________
Date ___________

Note: The City must have signed consent of all property owners of the project site.