Planning Division

Variance / Minor Deviation Checklist

☎ 909.394.6250 ✉ planning@sandimasca.gov 245 E. Bonita Ave San Dimas CA

☐ Plans: Site plan, floor plans, elevations, roof plans, and a conceptual landscaping plan. Variance: Four (4) sets of full-sized scaled plans at 24”x36” and three (3) sets of reduced plans at 11”x17”. Minor Deviation: Two (2) sets of full-sized scaled plans at 24”x36” and one (1) set of reduced plans at 11”x17”. The full-sized plans must be drawn to scale (not less than 1/8” scale is preferred) and dimensioned to show the following: Scale, north arrow, property lines, streets, sidewalks, easements, existing/proposed structures, setback to all structures, lot coverage, tabulation of parking required and parking proposed, hardscape/landscape areas, size and species of trees to be preserved/removed, mechanical equipment, fences/wall (location, height, material), Finishes (colors/materials).

☐ (If proposing exterior changes) Colors/Materials board for colors, finishes, roofing, doors, windows, fixtures and other architectural elements. Provide manufacturer's brochures and color chips with manufacturer specifications.

☐ Photos: Provide photos of the subject site as viewed from the street, side and rear yard

☐ Environmental Information Form – Part I Initial Study.

☐ Written statement explaining how the project/request:

- Has exceptional circumstances that do not apply to other properties in the same zone.
- Is necessary for the preservation and enjoyment of a substantial property right of the owner that is possessed by other property owners under the same conditions, in the same zone. Explain how the granting of the variance will not cause the granting of a special privilege to the property owner.
- Will not be detrimental to the public health, safety or welfare nor injurious to property in the vicinity.
- Will not be contrary to the objectives of the General Plan.

☐ Engineering fee statement (if applicable).