



**PLANNING DEPARTMENT**  
**Community Development Group**

Date Stamp

# APPLICATION SUBMITTAL CHECKLIST for Variance

**Case Number:** \_\_\_\_\_

*I acknowledge that the following items required for processing of my application are included as part of the submittal package for this application submitted to the City of Glendale Planning Department. I understand that the application will not be accepted unless all of the following items are included.*

- | <b>Required</b> |                          |  |
|-----------------|--------------------------|--|
| Yes             | No                       |  |
| 1.              | <input type="checkbox"/> | <input type="checkbox"/> Completed Application   |
| 2.              | <input type="checkbox"/> | <input type="checkbox"/> Service Request (SR) Number: <u>      <b>SR</b>      </u>   |
| 3.              | <input type="checkbox"/> | <input type="checkbox"/> Applicant's Signature on Application  |
| 4.              | <input type="checkbox"/> | <input type="checkbox"/> Project Narrative (6 copies)  |
| 5.              | <input type="checkbox"/> | <input type="checkbox"/> Citizen Participation Plan (2 copies)   |
| 6.              | <input type="checkbox"/> | <input type="checkbox"/> Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels) |
| 7.              | <input type="checkbox"/> | <input type="checkbox"/> Parcel Map*   |
| 8.              | <input type="checkbox"/> | <input type="checkbox"/> Copy of Deed/Title (including Legal Description)  |
| 9.              | <input type="checkbox"/> | <input type="checkbox"/> Assessor's Parcel Number: _____   |
| 10.             | <input type="checkbox"/> | <input type="checkbox"/> Floor Plan (4 copies)*  |
| 12.             | <input type="checkbox"/> | <input type="checkbox"/> Site Plan (6 copies)*   |
| 13.             | <input type="checkbox"/> | <input type="checkbox"/> Single Residence <input type="checkbox"/> All Others  |
|                 |                          | Filing Fee: \$_____  |
| 12.             | <input type="checkbox"/> | <input type="checkbox"/> <b>FOLD ALL PLANS MARKED WITH AN * TO 9" X 12"</b>  |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

If you have questions regarding the items on this checklist, contact your project planner.

\_\_\_\_\_  
Project Planner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

*Revised: 10-04-06*

**ZONING ORDINANCE**  
**SECTION 3.706**

**3.706 Findings for a Variance.**

- A. The purpose of a variance is to restore equity when, due to special circumstances or conditions, the ordinance restricts one property more severely than other properties in the same zoning district. The circumstances or conditions must be beyond the control of the owner and relate to the property as opposed to the owner. Personal hardship or inconvenience does not justify a variance. The burden of proof is on the property owner.
- B. The Board of Adjustment shall make the following findings based on the evidence in the record prior to granting a variance:
1. There are special circumstances or conditions applicable to the property including its size, shape, topography, location, or surroundings which were not self imposed by the owner;
  2. Due to the special circumstances, the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties in the same classification in same zoning district;
  3. The variance is the minimum necessary to alleviate the property hardship; and
  4. Granting the variance will not have a detrimental effect on the property, adjoining property, the surrounding neighborhood, or the City in general.
- C. The Board of Adjustment shall not grant a variance when:
1. The special circumstances applicable to the property are self-imposed by the owner. This includes:
    1. A hardship that has been intentionally, knowingly, or recklessly created.
    2. The failure of the owner to consider other reasonable alternatives, which do not require a variance.
  2. The variance would constitute a change to the uses permitted in any zoning district.
  3. The variance would constitute a grant of special privileges inconsistent with the limitations on other properties in the zoning district. (Ord. No. 1772, 7-23-93)