



**CITY OF PLACENTIA**  
**401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870**  
PHONE: (714) 993-8124 FAX (714) 961-0283

**VARIANCE  
SUBMITTAL REQUIREMENTS**

**A PROJECT WILL NOT BE SCHEDULED FOR A PUBLIC HEARING UNTIL ALL INFORMATION HAS BEEN DETERMINED TO BE ADEQUATE AND COMPLETE. THE FOLLOWING SHALL BE INCLUDED AT THE TIME OF APPLICATION SUBMITTAL:**

1. Fees: As per the most current adopted fee schedule.
2. Completed Application Work Sheet.
3. Proof of compliance with the California Environmental Quality Act (CEQA) consisting of one of the following determinations:
  - a. Project is Categorically Exempt.
  - b. Initial Environmental Assessment and determination of requirement for either:
    - A Negative Declaration
    - A Mitigated Negative Declaration
    - A Draft Environmental Impact Report (EIR)
4. Three (3) sets of typed, gummed address labels containing the names and addresses of all property owners within a five hundred (300) foot radius of the exterior boundary lines of the property involved, and a map of such. All of this information shall be assembled and certified by a title insurance company authorized to do business in Orange County (Variance Report).
5. Six (6) sets of plans drawn to engineer's scale, fully dimensioned, indicating the following:
  - A. SITE PLAN:
    - Title block including name of project, location, name, address, phone number of applicant
    - North arrow, scale of plan.
    - Vicinity map showing closest major streets, distances to cross streets and surrounding land uses.
    - Legal property lines, lot dimensions (per most current County Assessor's map).
    - Footprint of Structure and Dimensions
    - Building/Site Improvements proposed (if applicable)
    - Building Elevation plans necessary to explain or illustrate the variance, if applicable.

**\*PLEASE NOTE THAT ALL DRAWINGS SHALL BE BOUND AND FOLDED TO APPROXIMATELY 8 ½" x 12".**

6. Evidence showing:
  - a. Variance does not constitute a special privilege.
  - b. That because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, strict application of the zoning ordinance would deprive subject property of privileges enjoyed by other properties in the vicinity with identical zone classification.
7. One (1) electronic copy (PDF) of plans