

City of Calexico
Community Development Department
Planning Division
608 Heber Avenue
Calexico, CA 92231
Tel: 760.768.2118
Fax: 760.357.7862
www.calexico.ca.gov

Submittal Requirements - Checklist Form for:

VARIANCE

Items required for initial submittal of application to accurately analyze and efficiently process this land use proposal. If these items are not included the application will either not be accepted or will be deemed incomplete by the Project Planner.

- Deposits – The City works on a Cost Recovery Account System Basis (CRA). The amounts listed below are the estimated costs for this type of application. If, however, the application is delayed or if unusual circumstances arise, an additional deposit may be required. Likewise, if the project submittal is complete and there are no delays, a refund for unexpended monies will be returned to the applicant.
\$ 867.00
- Variance - ~~\$9,583.00~~ (Payable to the City of Calexico)
- Note: This is only Planning Division processing fees. Contact the Engineering and the Building & Safety Divisions to determine other related plan check and inspection fees and required impact fees associated with your project.*
- Completed Application Form signed by applicant and property owner. The applicant may submit a letter of authorization from the property owner in lieu of having them sign the application.
- Information to support compliance with the California Environmental Quality Act (CEQA), which shall consist of one (1) of the following:
 - a) Determination by the Planning Division that the project is categorically exempt.
 - b) One (1) copy of completed Environmental Information Form
- Fifteen (15) sets of plans indicating the information below. All sheets must be the same size and shall be a minimum size of 11" x 17". All sheets shall be bound together in the order described below and folded to a maximum size of 8-1/2" x 14".

Each sheet must list all relevant information as outlined in the Plan Requirements (Form CLX PD 02).

- a) Site Plan
- b) Elevations, floor plans and other plans necessary to explain or illustrate the variance requested.
- Ten (10) sets of an 11" x 17" reduction of all of the above required sheets.
- Evidence indicating:
 - Special circumstances applicable to subject property, including size, shape, topography, location or surroundings, such that strict application of the Zoning Ordinance would deprive subject property of privileges enjoyed by other properties in the vicinity with identical zone classification.

That the requested variance is not a special privilege inconsistent with the limitations upon other properties in the vicinity and under the same zoning district in which the property is located.

- One (1) set of typed gummed address labels containing the book, block, parcel number, names and addresses of the owner for all parcels within a 300-foot radius of the exterior boundaries of the subject parcel. A copy of the Assessor's Parcel Maps illustrating the 300-foot radius and an affidavit certifying that this information was completed from the latest available assessment roll (specify the year) shall accompany these labels.

Following review of the application and prior to scheduling the project for Planning Commission, staff will notify the applicant to submit the following items.

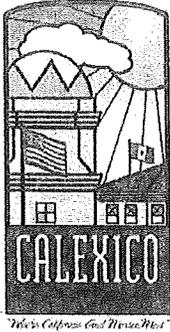
- Ten (10) additional complete sets of sign criteria and plans showing all information required in Item 5 as well as any additional information requested by the Planning Division. *(Ten (10) additional sets are required in the event the plans are amended resulting from plan check and/or comments).*
- An 8 1/2" x 11" reproducible reduction of all oversized sheets.

Notice to Applicant:

1. *Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness.*
2. *The applicant will be sent a letter upon acceptance of application indicating a) project name/reference and b) Project Planner.*
3. *The applicant will be sent a letter within 30 days from the date of submittal stating that the application is complete or that additional items are necessary.*
4. *Please note that the Project Planner will have little information regarding the status of your project until the end of this 30 days period. During the 30 days, the project will be circulated to internal and outside agencies and the Project Planner cannot respond until all comments are received.*
5. *A Public Hearing/Public Meeting date can not be set until the project is reviewed and any additional information or revisions to existing plans are made by the applicant.*
6. *It is recommended that the applicant, representative, or property owner be present at all hearings.*
7. *All correspondence and reports will be mailed to the project applicant only.*
8. *If you have any questions regarding the above, please call the Planning Division at (760) 768-2118. Please ask for your Project Planner, if known, or Administrative Assistant.*

REQUIRED COMPLETE FORMS:

1. *Form No. CLX PD 21*
2. *Form No. CLX PD 19*
3. *Form No. CLX PD 02*



UNIFORM APPLICATION

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APPLICANT:

Name:
Company:
Address:
City/State/Zip:
Telephone:
Fax Number:
E-Mail:

PROPERTY OWNER:

Name:
Company:
Address:
City/State/Zip:
Telephone:
Fax Number:
E-Mail:

Please check this box if you are willing to receive staff reports via email. If this box is not checked, staff reports will not be sent via US Mail.

Please check all that apply

- Uniform Application, Sphere of Influence, General Plan Amendment, Variance, Annexation, Zone Change, Tentative Parcel Map, Zone Ordinance Amendment, Conditional Use Permit, Specific Plan, Tentative Tract Map, Other

ASSESSOR'S PARCEL NUMBER:

GENERAL LOCATION OF PROJECT / ADDRESS:

PROJECT DESCRIPTION (Attach a separate sheet if needed):

PROJECT INFORMATION:

Zoning: General Plan Designation:
Acreage: Number of Buildings/Units:

AFFIDAVIT: I hereby certify that the information furnished above is accurate, true, and correct to the best of my knowledge or belief.

Applicant's Signature: Date:

Type / Print Name:

Property Owner's Signature: Date:

Type / Print Name:

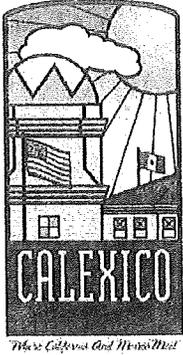
** By signing the above, owner consents to the processing of the above request by the applicant. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Additionally, applicant agrees to pay all required processing fees, including any and all outstanding fees incurred by the city as the result of project processing

FOR OFFICE USE ONLY

Received By: Date:

CRA Number: Project Planner:

Uniform Application No.: Development Review No.:



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ENVIRONMENTAL INFORMATION FORM

GENERAL INFORMATION

1. Developer or Applicant: _____
2. Contact Person: _____
3. Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
4. Address / APN of Project: _____
5. Identify any other related permits and other public approvals required for this project including those required by the City, regional, State, Federal agencies, not including approvals from the fire & Police departments, _____

6. Proposed Use of Site (project described in this form): _____

7. Surrounding Land Uses: _____

8. Site Size: _____
9. Number of Floors of Construction: _____

10. For Residential Development.

Number of Units: _____ Unit Sizes: _____

Units per Acre: _____ Lot Sizes: _____

Number of Required Parking: _____

11. For Commercial and Other Development.

Type of Development: _____

Scale of Development (neighborhood, City-wide, regional): _____

Number of Buildings: _____ Size of Buildings: _____

Number of Parking: _____

ENVIRONMENTAL INFORMATION
IT IS RECOMMENDED THAT PHOTOGRAPHS BE PROVIDED TO SHOW THE FOLLOWING:

- 12. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural or scenic aspects.
- 13. Describe any existing structures onsite, and use of these structures.
- 14. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects.
- 15. Describe the typed of surrounding land use, intensity of land use, and sale of development.
- 16. Discuss all items checked "yes" (attach additional sheets as necessary):

	<u>YES</u>	<u>NO</u>
A. Change existing features of the lake or substantial alteration to hills or of ground contours?	_____	_____
B. Change scenic views or vistas from existing residential areas or public lands or roads?	_____	_____
C. Change pattern, scale or character of general area?	_____	_____
D. Increase air emissions or ground water or any stream?	_____	_____

- E. Alter water quality or quantity of lake or ground
Water or any stream? _____
- F. Increase existing noise levels? _____
- G. Is site on filled land or on slopes of 10 percent or more? _____
- H. Use or disposal of potentially hazardous materials, such
as toxic substances, flammables or explosives? _____
- I. Change in demand for public services and utilities
(police, fire, water, sewer, etc.)? _____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

NAME OF PERSON COMPLETING FORM: _____

PHONE: _____