



City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING DIVISION

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www.cityofgilroy.org/planning

VARIANCE

APPLICATION SUBMITTAL CHECKLIST

Your success is our success! The application submittal checklist is an essential document towards successful processing of your development request. We want to help you achieve the best project possible, while fulfilling the community's goals and expectations of policies contained in the Gilroy General Plan and other important documents. We understand that processing your application with minimal delay is important, and we will do everything we can to provide an expeditious process for your request.

Why all the details? Each submittal item is important to clearly, entirely, and accurately illustrate and describe your project for city staff, the community, and decision-makers. These details are necessary to demonstrate how your project meets various development standards and regulatory requirements. Unnecessary delays (later in the process) can be avoided with this clear understanding of your request at the beginning. A more detailed application submittal will result in better comprehension of your proposal.

No partial application packages, please! In order to efficiently review your application, planning staff cannot accept partial submittal packages, or poor quality graphics. Detailed information in this packet is provided for your convenience. In addition, staff is available to assist with clarifications on the required submittal items or permit process.

Who can prepare the plans? The plans must be prepared by a professional designer, such as an architect, landscape architect, civil engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability. In most cases, plans to be submitted for building and/or engineering permits (after the Planning permit process) must be prepared by specific licensed professionals, and having these professionals prepare plans for the planning permit may save time later.

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 408-846-0451)

Planner Check Off	Note: Refer to the Application Submittal Details (ASD) document for clarification and City expectations regarding the below checklist items.	Number of Copies
	Signed Owner / Applicant Certification	1
	Variance Supplemental Questionnaire (attached)	1
	Planning Application & Indemnification Agreement (ASD 6)	1
	Site Plan (Ex. A)	4
	Current photos (ASD 2)	1
	Public Hearing Noticing Requirement Packet (Ex. E)	1
	Planning Application Fees (ASD 4)	1
	Displays or Information applicant believes supports the request	1*
	Building Elevations (Ex. B)	2*
	Material Sample Board (ASD 2)	1*
	Floor Plan(s) (Ex. B)	2*
	Arborist Report (ASD 1)	1*
	Santa Clara County Habitat Plan Coverage Screening Form (ASD 5)	1*
	Additional Information – as requested by staff	*

Example:

(ASD 6) = Page six (6) of the Application Submittal Details document

(Ex. B) = Exhibit B of the Application Submittal Details document

* If applicable (as noted by planner)

OWNER / APPLICANT CERTIFICATION

I, _____(print), owner / applicant (or representative of the applicant) for this planning permit, do hereby state that I have provided the materials listed above, and that these materials have been submitted following the instructions provided by Planning Division in the submittal requirements form for this permit. If, at my request, this application is significantly amended, including but not limited to number of units, stories, height, setbacks, site circulation, site plan layout, or the need for additional discretionary permits, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request as determined by planning staff pursuant to State Government Code Section 65944.

Date

Signature

VARIANCE - SUPPLEMENTAL QUESTIONNAIRE

(submit additional pages if necessary)

1. The applicant requests a Variance from Section _____ of the Gilroy Zoning Ordinance to allow:

2. Explain the extraordinary circumstances of this property (including size, shape, topography, location or surroundings) which deprive it of privileges enjoyed by other properties in the vicinity and under identical zoning classification:

3. Give reasons why the Variance for this property would not be materially detrimental to the public welfare or materially injurious to persons or property in the vicinity:

4. Show how the results of allowing the Variance as specified will be in harmony with the general intent of the Zoning Ordinance:

5. Justify how granting of the proposed variance will not constitute the granting of a special privilege greater than provided for by the standard provisions of the Ordinance for other properties in the vicinity and in the same zoning district:
