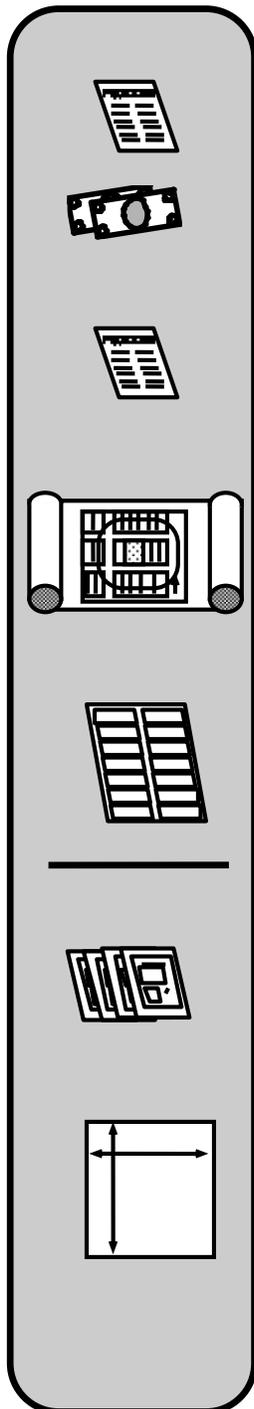


CITY OF FARMERSVILLE

Variance Application Checklist

COMMUNITY DEVELOPMENT DEPARTMENT 909 W. VISALIA ROAD FARMERSVILLE, CA 93223 (559) 747-0458

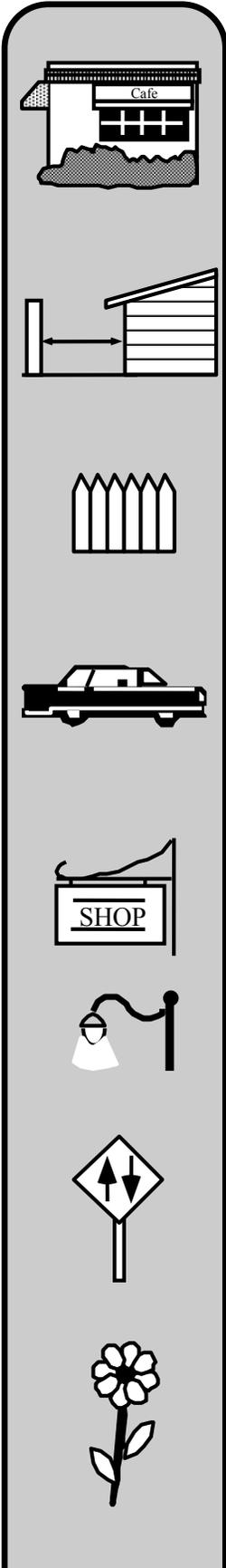
The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.



1. **Application Form.** Attached to this packet.
2. **Application Fee:** \$1200.00
3. **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
4. **An Assessor's Parcel map** showing all properties within 300 feet of the subject property. *State law requires that all property owners within 300 feet of a project be notified of the public hearing for the permit. This information is available at the Tulare County Resource Management Agency (733-6291)*
5. **One set of stick-on address labels** for all property owners within 300 feet of subject property, plus a copy of each sheet of labels. *Staff will use these labels to mail notice of the public hearing to neighboring property owners.*

SITE PLAN

6. **Twelve (12) prints of a site plan plus one 8-1/2 x 11" copy of the site plan and façade drawings (if applicable).** A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on a site plan. **The site plan must show the following information:**
 - () **Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.



- () **Buildings and Structures**. Location, size, height and proposed use.
- () **Yards** and spaces between buildings
- () **Walls and fences**: show location, height and materials.
- () **Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.
- () **Signs**, including location, size, height and type of illumination.
- () **Lighting**, including location and general nature - indicate any hooding devices
- () **Street dedications** and improvements (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.
- () **Landscaping**, including location and plant types, and irrigation equipment.

- () Such other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project.

