



## APPLICATION FOR VARIANCE

Planning Division  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

Case No.: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
Print Name

### INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting a variance from the City of Palmdale.

The applicant must complete the attached form as prescribed and submit the following information before the application can be accepted by the Planning Division.

### VARIANCE SUBMITTAL CHECKLIST

**(ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½" x 11" SIZE.)**

- \_\_\_\_\_ The completed Application.
- \_\_\_\_\_ A copy of the Development Advisory Board (DAB) letter (if applicable).
- \_\_\_\_\_ 2 copies of the Title Report for the subject property prepared within the last six months which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced.\* **Note: Preliminary Subdivision Reports are not acceptable.**
- \_\_\_\_\_ 2 sets of property owners (including APN) and occupants mailing labels (self-sticking) within 500 feet of the subject property. Include any and all other persons to be notified.\*
- \_\_\_\_\_ A copy of the mailing list in tabular form containing all the information on the above labels. **See attached requirements.**
- \_\_\_\_\_ A radius map showing the subject parcel(s) and all properties within 500 feet of the boundaries of the subject parcel(s) and indicating the Assessor's Parcel Number of every parcel within or touching the radius line. All parcels must be cross-referenced to the tabular mailing list.
- \_\_\_\_\_ The original Certified Property Owners List Affidavit.
- \_\_\_\_\_ The original and one copy of the Letter of Authorization with legal description attached.
- \_\_\_\_\_ The original and one copy of the Hazardous Waste Certification (if applicable).

\_\_\_\_\_ The original and 20 copies of the variance justification letter. **See attached justification requirements.**

\_\_\_\_\_ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivision(s), creeks, railroads and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½" x 11" paper. **Note: Thomas Guide maps are not acceptable.**

\_\_\_\_\_ 20 copies of the site plan or other applicable plan. **See map requirements for Site Plan Review or Tentative Tracts.**

\_\_\_\_\_ 11 copies of the elevation drawings for all structures, showing all sides (if applicable). One copy of the elevations shall be rendered to indicate color and material selections.

\_\_\_\_\_ The original Public Hearing Sign Removal Authorization.

Pursuant to the California Environmental Quality Act, the Planning Division will review the project and determine areas of potential environmental impact. Special studies including, but not limited to, traffic, biological, noise and archaeological may be required. This information may also be obtained through preliminary project review by the Development Advisory Board (DAB).

Other maps, exhibits and/or documents as determined by the Planning Manager. List:

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FEE CALCULATIONS\*

Base Fee:	\$	<u>1,750.00</u>
Total Base Fee:		_____
Initial Environmental Study:		<u>950.00</u>
City of Palmdale Fish and Game Processing Fee:		<u>25.00</u>
_____ @ \$1.65 / label:		_____
# of labels		
Public Hearing Notice:		_____
Computer Tracking Fee:		<u>10.00</u>
GIS Fee 5% of Base Fee:		_____
TOTAL FEE RECEIVED:		_____

**\* Note: Less copies of starred items are acceptable if case is submitted concurrently with other cases. Verify exact number needed with case planner.**

**\*\*Additional State and/or County fees may be required prior to project approval.**

If you have any questions regarding this application packet or required materials, please call the Planning Division.

Variance No.: \_\_\_\_\_

Was a Pre-Application filed? Yes  No  If yes, reference DAB: \_\_\_\_\_

If proposed Variance is located within an existing tract or building, please list Tract and Lot, and all Planning Division reference(s):  
\_\_\_\_\_

List all other applications being filed with this project:  
\_\_\_\_\_

**Project Location** (Address if Available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

Property Size (acres): \_\_\_\_\_

**Describe Zone Variance Request** (include total acres of property affected).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing General Plan Designation: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

**APPLICANT:**

Name/Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

**OWNER:**

Name/Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

Name/Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

Use additional sheets in the case of multiple parcel numbers, owners, etc.

Please include in mailing list all other persons to be notified regarding this application.

**APPLICANT'S JUSTIFICATION FOR VARIANCE** - On a separate sheet of paper, provide your explanations and justification to support the following respective findings as required by Section 23.06.C of the City of Palmdale Zoning Ordinance:

1. There are special circumstances applicable to the property, including size, shape, topography, location or surroundings, so that the strict application of the Zoning Ordinance would deprive such property of privileges enjoyed by other properties in the vicinity and under identical land use district classification;
2. Granting the Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same vicinity and land use district and denied to the property for which the Variance is sought;
3. Granting the Variance will not be materially detrimental to the public health, safety, or welfare, or injurious to the properties or improvements in such vicinity and land use district in which the property is located; and
4. Granting the Variance does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and land use district in which such property is located.

Please attach any additional information or explanations that you consider relevant to your request.

**CITY OF PALMDALE PLANNING DIVISION**  
**OWNER AUTHORIZATION LETTER**

CASE NUMBER(S): \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

Printed Name	Signature	Date
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Printed Name	Signature	Date
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

Printed Name	Signature	Date
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Address	Telephone
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Printed Name	Signature	Date
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Address	Telephone
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SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.**

**CITY OF PALMDALE PLANNING DIVISION**  
**HAZARDOUS MATERIALS / WASTE PRODUCTS CERTIFICATION**

Pursuant to Section 65962.5(f) of State Government Code, project applicants must identify whether a project site contains any hazardous materials and/or wastes included on any list compiled by the State Department of Health Services, the State Water Resources Control Board or the California Integrated Waste Management Board or are known by the owner or applicant. These lists generally identify sites that have pending corrective action regarding leaks or migration of hazardous materials.

**CERTIFICATION**

I have consulted the list compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the project site and any alternatives to the project

- are
- are not

identified on any of these lists. I further certify that, to the best of my knowledge, there

- are
- are not

such hazardous materials on this site.

Assessor's Parcel Number(s): \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Project Location (address if available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

Use additional sheets if necessary.

\_\_\_\_\_ Date \_\_\_\_\_ Owner's Signature

\_\_\_\_\_ Date \_\_\_\_\_ Owner's Signature

\_\_\_\_\_ Date \_\_\_\_\_ Applicant's Signature

If the site is listed, which listing agency has identified the site?  
\_\_\_\_\_

If the site is listed, what is the Regulatory Identification Number associated with the site?  
\_\_\_\_\_

**NOTE: Before the Lead Agency can accept the application as complete, this certification must be reviewed and signed by the project owner(s) and applicant.**

**CITY OF PALMDALE PLANNING DIVISION**  
**PROPERTY OWNERS CERTIFICATION**

CASE NUMBER(S): \_\_\_\_\_

I certify under the penalty of perjury that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 feet of the boundary of the subject property.

**PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEAVE THIS AREA BLANK**

Applicant's Name Address City, State, Zip Code		THIS FORM <u>MUST</u> BE USED TO CREATE MAILING LABELS. Use the following format:
Owner's Name Address City, State, Zip Code		Assessor's Parcel No. Name Address City, State, Zip Code
Representative / Engineer Name Address City, State, Zip Code		



**CITY OF PALMDALE PLANNING DIVISION**  
**PROCEDURES FOR PROJECT SITE SIGN POSTING**

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included "Project Site Sign Posting" in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the city Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

**CASES REQUIRING SITE PLAN POSTING:**

Conditional Use Permits  
General Plan Amendments  
Site Plan Reviews  
Specific Plans  
Subdivisions  
Variances  
Zone Changes  
Amended or Revised Cases of any of the above  
Annexations  
Land Divisions  
Prezone Changes

**SIGN SPECIFICATIONS:**

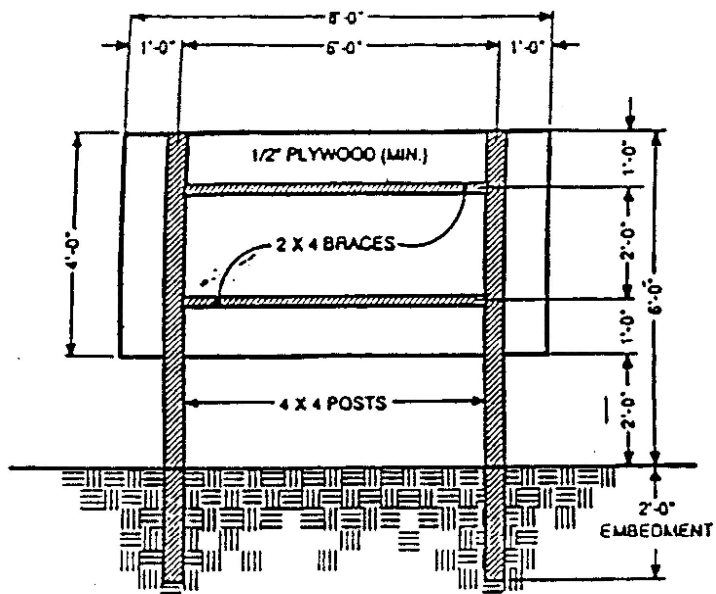
1. SIZE: Dimensions shall be four (4) feet by eight (8) feet.
2. HEIGHT: Sign shall be six (6) feet in height.
3. MATERIALS: ½ inch plywood (minimum).  
Sign shall be constructed with 4" x 4" supporting posts placed at a minimum depth of two (2) feet with 2" x 4" cross supports as shown in the diagram.
4. LOCATION: NOT LESS THAN FIVE (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. COLOR: Black letters on white background.
6. LETTERING: Shall be block style with 4" major letters and 2" minor letters.
7. LIGHTING: Shall **NOT** be illuminated.
8. Only one sign may be displayed per street frontage of the site. A site which is not visible from an existing street or not adjacent to an existing development

**MAY** be exempted from the site plan posting requirement at the discretion of the Planning Manager.

9. Sign shall include **ONLY** the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.
10. Sites with multiple cases shall combine the information for each case on the sign.

**SIGN SCHEDULE:**

1. Sign shall be posted no less than fifteen (15) days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.
2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of eleven (11) days prior to the hearing.
3. Sign shall be removed within sixteen (16) days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.



<p><b>NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT CASE NO. _____</b></p> <p><b>PROPOSED ON THIS SITE:</b></p> <p>_____</p> <p>_____</p>	
<b>PUBLIC HEARING</b>	<b>FOR INFORMATION CALL :</b>
DATE: _____	<b>DEVELOPER</b> _____
TIME: _____	<b>PLANNING DEPARTMENT</b>
LOCATION: <b>CITY HALL</b>	38250 Sierra Highway (661) 267-5200

MINOR LETTERS

MAJOR LETTERS

**CITY OF PALMDALE PLANNING DIVISION**  
**PUBLIC HEARING SIGN REMOVAL AUTHORIZATION**

Case Number(s): \_\_\_\_\_

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Assessor's Parcel Number(s): \_\_\_\_\_

Location (address if available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

\*\*\*\*\*

**By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 16 days of the final hearing for this/these case(s).**

Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_