



City of Oakley  
Community Development  
3231 Main Street  
Oakley, CA 94561

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## APPLICATION CHECKLIST FOR A VARIANCE

A request for a Variance requires a minimum of one (1) public hearing before the Planning Commission. Processing time is normally twelve weeks however; it is dependent on a complete application submittal and the number of applications before the City.

Applications shall be reviewed for compliance with the submittal requirements. Applications submitted without the required information are not required to be accepted for processing. Please use the following checklist to ensure a complete application is submitted to the City.

### Submittal Requirements:

- A) One copy of the completed application form with all necessary signatures.
- B) The required processing fee (check with staff for current fees).
- C) Radius list information including a list of all property owners within 300' feet, a 300' radius map, and typed address labels as described in the Public Notification Form.
- D) Letter of Authorization from property owner(s) if represented by a third party.
- E) Environmental Information Form
- F) Signed Hazardous Waste Statement (new construction only)
- G) Preliminary Title Report not more than 6 months old. Report must include owners, legal description, and easements.
- H) One 8 ½" x 11" or 11" x 17" reductions of all exhibits for reproduction.
- I) Fifteen (15) copies (20 additional copies prior to public hearing) of a fully dimensional Site Plan drawn to scale indicating:
  - \_\_\_ Project name, north arrow, vicinity map, scale and date of preparation
  - \_\_\_ Name, address, and phone number of owner/applicant and person preparing plans
  - \_\_\_ Acreage, building square footage, percent of landscape coverage, parking requirements
  - \_\_\_ Dimensions of each lot
  - \_\_\_ Existing and proposed structures and/or features such as buildings, walls and trees. Show septic system and/or well if applicable.
  - \_\_\_ Names of adjoining landowners and existing land uses on adjoining properties
  - \_\_\_ Easements, public right-of-ways, zoning designation, land use designation, and limits of 100-year floodplain (if applicable)
  - \_\_\_ Existing and proposed building dimensions, setbacks, footprints and lot coverage
  - \_\_\_ Driveways, including width and distance to property lines and/or street corners
- J) Information which demonstrates each of the following:
  - The approval of the variance would not constitute a grant of special privilege inconsistent with the limitations on other properties in the vicinity and the respective land use district in which the subject property is located;
  - There are special circumstances applicable to the subject property because of its size, shape, topography, location or surrounding that would deprive the subject property of rights enjoyed by other properties in the vicinity if the strict application of the zoning regulations is required;

- The approval of the variance would substantially meet the intent and purpose of the respective land use district in which the subject property is located.
- K) Development applications for projects creating or replacing 10,000 sq. ft. of impervious area must be accompanied by a Stormwater Control Plan. A Stormwater C.3 Guidebook is available on the Clean Water Program's website at [www.cccleanwater.org](http://www.cccleanwater.org)
- L) Other information deemed necessary by the Community Development Department.
- M) All full sized exhibits need to be individually folded prior to submittal.

If you have questions regarding submittal requirements, please contact the Community Development Department.