

VARIANCE
FACT SHEET

ENVIRONMENTAL INFORMATION

Zoning: _____

General Plan: _____

APN #: _____

Existing land use: _____

Surrounding land uses: North _____ South _____

 East _____ West _____

Parcel size (in square feet or acres): _____ Natural features and vegetation: _____

Slope at building site: _____ Average site slope: _____

Grading required: Cut: _____ cubic yards Cut depth: _____
 Fill: _____ cubic yards Fill depth: _____

ARCHITECTURAL DETAILS

Proposed setbacks: Front _____ Rear _____ Left Side _____ Right Side _____

Height: Existing: _____ feet Proposed: _____ feet Impervious Coverage: _____ square feet

Size of structure(s):

	<u>Existing</u>	<u>Proposed</u>
First (lower) floor (incl. garage):	_____ square feet	_____ square feet
Second (upper) floor:	_____ square feet	_____ square feet
Other structures:	_____ square feet	_____ square feet
TOTAL:	_____ square feet	_____ square feet

Materials & colors proposed: _____

Window treatment (location and size of all windows that may affect the privacy of adjacent properties):

Proposed new landscaping: _____

NOTES: _____

VARIANCE APPLICATION PROCEDURE

1. Preliminary discussion with Planning staff.
2. Submittal Requirements:
 - ___ a. Application form - completed and signed.
 - ___ b. Fees and deposits as required and in effect at the time of application.
 - ___ c. Title report - a preliminary title report, prepared within one month prior to filing the application, describing easements, encumbrances, and building restrictions.
 - ___ d. Neighbor Notifications
 - ___ f. Materials board.
 - ___ g. Letter of authorization if agent is to act on behalf of property owner.
 - ___ h. Variance Findings. See City Code Section 15-70.060.
 - ___ i. Plans - A minimum of two (2) sets of full size plans are required. Thirteen (13) sets of reduced plans (11 in. x 17 in.) will be required three weeks prior to the Planning Commission meeting date. Additional sets of plans may be required for the following departments and/or consultant review if applicable:
 - Fire District
 - City Engineer
 - City Geologist
 - City Horticulturist
3. Additional exhibits as may be required by staff or the Planning Commission (e.g., landscape and irrigation plan, photographs of existing site conditions/structures, etc.).
4. Planning staff will review, comment and notify the applicant of the application's completeness within thirty (30) days. Staff will review the proposal as it relates to required findings, zoning ordinance objectives and general plan policies.
5. A notice of the project shall be advertised in the Saratoga News and mailed to property owners within a 500 ft. radius of the site's boundaries when the project is ready for public hearing.
6. An agenda and staff report will be mailed to the applicant the Friday before the Planning Commission public hearing. Questions should be directed to the project planner prior to the meeting.
7. Public hearings before the Planning Commission are held the second and fourth Wednesdays of each month at 7:30 p.m., to accept public testimony, review staff reports and plans, and take action. The Planning Commission must make all required findings for the application to be approved.
8. The Planning Commission conducts their site field visits on the Tuesday before the Planning Commission meeting. As determined by staff, all hillside homes should have height poles

constructed and the building footprint staked prior to this field visit (see Requirements for Submitted Applications).

9. Any action by the Planning Commission may be appealed to the City Council by either the applicant or interested citizens within fifteen (15) calendar days.
10. Approvals are valid for 24 months. Extensions beyond this period, if allowed, must be applied for in writing and granted by the Planning Commission prior to the expiration date.
11. No building permits will be considered until a “zoning clearance” has been issued by Planning Department staff verifying that all applicable conditions of approval have been, or will be, met.

REQUIREMENTS FOR SUBMITTED APPLICATIONS

A complete set of drawings includes the following information:

1. **SITE PLAN** The site plan shall be stamped and signed by a Registered Civil Engineer or Licensed Land Surveyor and shall contain the following information:

___ a. Legal boundaries - dimensions must be written on all property lines and easements, rights-of-way, trails, etc., shown with size and type called out. Also show existing public utilities and utility poles.

Minimum Scale: 1 inch = 20 feet if 5 acres or less
 1 inch = 40 feet if 5 - 20 acres
 1 inch = 60 feet if 20 - 50 acres
 1 inch = 100 feet if more than 50 acres

___ b. Topography - show existing and proposed topography at contour intervals as indicated below. Show faults, watercourses, existing and proposed culverts, flood zones and slide areas. Include significant topographic features within 100 feet of the property.

Contour Interval:

For scales of 1 inch = 60 feet or larger - 2 feet.
In areas where slope exceeds 30% - 5 feet.
For scales of 1 inch = 100 feet - 5 feet.

___ c. Streets and lots - label adjacent streets. Show existing and proposed street layouts and lot design for parking and loading facilities. Dimension all parking, roads and maneuvering areas.

___ d. Land use - indicate land uses, existing and proposed. Indicate adjacent land uses, and show location of existing structures, trees and distances to property lines.

___ e. Fencing - the location and height of all existing and proposed fences shall be shown.

___ f. Trees - identify on-site species, common name, size, condition, location and **accurate dripline** of all existing trees. Any trees proposed to be removed or relocated shall be so indicated.

___ g. Structures - show all existing and proposed structures (main, accessory, pools, etc.). Include their outside dimensions and use. Indicate setbacks and distances between structures.

___ h. Building setback verification note - this note shall state that **“Prior to foundation inspection by the City, the RCE or LLS of record shall provide a written certification that all building setbacks are per the approved plans.”**

___ i. Vicinity map - generalized street map showing major streets, neighborhood orientation and relative project location.

___ j. Using the following formula, provide a calculation of the average slope of the property (including individual contour lengths), based on a topographical survey:

$$S = \frac{.00229(I)(L)}{A}$$

Where

- S = % average slope
- I = contour interval (at intervals of not more than 5 feet)
- L = aggregate contour lengths in scale feet
- A = net site area expressed in acres

- _____ k. Technical information at the right hand side of the sheet shall include the following:
 - i. Upper right hand corner
 - a) Assessor's parcel number
 - b) Address of project
 - c) Owner's name
 - d) Existing use
 - e) Zoning district
 - f) Size of lot (gross and net)
 - g) Allowable floor area with calculations for reductions for slope and height
 - h) Size of structure (first floor - existing and proposed and second floor - existing and proposed)
 - i) Square feet and percent of impervious site coverage
 - j) Slope at building site
 - k) Average site slope
 - ii. Lower right hand corner and margins
 - a) Directional arrow
 - b) Scale: 1 inch = 20 feet
 - c) Name, address and telephone number of plan preparer
 - d) Date of drawing and subsequent revisions

2. BUILDING ELEVATIONS AT ¼ INCH SCALE

- _____ a. Show all elevations and indicate exterior materials, colors, roof materials and pitch, and window treatment.
- _____ b. Label elevations, north, south, east and west, as well as front, rear, left and right sides.
- _____ c. Indicate finished and natural grades.
- _____ d. Include a small-scale roof plan underneath each elevation with an arrow indicating which elevation is represented. The objective is to provide a graphical representation of the elevation's relief (i.e., recessions and projections).
- _____ e. Show existing as well as proposed roof lines.

3. ROOF AND FLOOR PLANS

- _____ a. Roof plan.
- _____ b. Floor plans with written dimensions measured from outer wall to outer wall. Label the floor area of each plan and the total of all floors including garage and accessory structures on permanent foundations. Any space with an interior height of 15 feet or greater shall be double counted.
- _____ c. Floor Area calculation - include a small sized schematic diagram of the floor plan to indicate the areas that were used in the calculation.

4. GRADING AND DRAINAGE PLANS

The grading and drainage plan shall be stamped and signed by a Registered Civil Engineer or Licensed Land Surveyor and shall contain the following information:

- _____ a. Show direction, path of proposed drainage channels or facilities **and all necessary trenching (e.g., public utilities)**.
- _____ b. Indicate building pad and finished elevations, retaining walls (with height and materials specified). Include existing and proposed contours.
- _____ c. State volume of cut and fill and maximum depth of cut and fill.
- _____ d. Name, seal, and signature of RCE or LLS of record who prepared the plan.

5. CROSS SECTIONS ($\frac{1}{4}$ INCH = 1 FOOT SCALE)

- _____ a. Show a minimum of two cross-sections through the highest part of the structure. Show both the natural and finished grades. Clearly indicate the highest point(s) of the structure. Include interior room height dimensions.

6. FINISHED EXTERIOR MATERIALS AND COLORS

- _____ a. Provide a materials board exhibit of samples of exterior materials and colors. The board should not be larger than 8½ inches x 14 inches.

7. SIGNAGE

- _____ a. Show building and street frontage in feet.
- _____ b. Provide an accurate scale drawing of the sign's location and size. Indicate overall sign sizes and letter sizes.
- _____ c. Submit color and material samples for proposed sign including background and letters.
- _____ d. Indicate if the sign is to be illuminated, the type and the intensity (in watts).
- _____ e. Photographs of existing signage (if applicable).

8. OTHER

- _____ a. Landscaping and irrigation plans for erosion control and/or project screening as determined to be necessary by staff.
- _____ b. Solar shade study showing all adjacent sites and structures as required.
- _____ c. Photo board of existing site conditions. The board should not be any larger than 8½ inches x 14 inches.

9. ADDITIONAL REQUIREMENTS

- _____ a. Structures built on hillside parcels - two (2) weeks prior to the Planning Commission public hearing, the building footprint should be staked and height poles constructed indicating the highest points of the proposed structure. The following guidelines are intended to facilitate this objective:
 - i. Use sturdy wood (2 by 4) or similar material.
 - ii. Paint top 2 feet of pole a bright color, preferably fluorescent or topped with a bright colored flag.
 - iii. Provide a minimum of two poles indicating the two highest end points, if applicable (large structures with varied roof-lines may require a series of poles).
 - iv. The building footprint staking shall be performed by a RCE or LLS.
- _____ b. All property must be brought into conformance with current City Code standards in terms of off-street parking (two-car, fully enclosed garage) and impervious coverage requirements.
- _____ c. All new garages shall be installed with fire sprinklers. Any garage additions of 200 square feet or greater shall also be installed with fire sprinklers.

VARIANCE FINDINGS
ARTICLE 15-70.060

The Planning Commission may grant a variance provided that it is able to make all the following findings:

1. That because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, strict enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the vicinity and classified in the same zoning district.
2. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties in the vicinity and classified in the same zoning district.
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, nor be materially injurious to properties or improvements in the vicinity.
4. If the variance is for any regulation pertaining to signs, the Planning Commission shall also find that the granting of the variance will not introduce a visual element which is inconsistent with the appearance of the immediately surrounding area.
5. If the variance is for any regulation pertaining to off-street parking or loading facilities, the Planning Commission shall make the following additional findings:
 - a. That strict enforcement of the specified regulation is not required by either present or anticipated future traffic volume or traffic circulation on the site.
 - b. That the granting of the variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on the streets.

**City of Saratoga
Neighbor Notification Form**

Applicant Name: _____ Date: _____

Project Address: _____ Application Number: _____

Dear Neighbor,

I am proposing a project at the above address and would like to provide you with an opportunity to review the proposal and provide comments. All of the adjacent neighbors and the neighbors across the street from the property are being provided this notice as a courtesy in advance of the standard City Notice which will be sent out prior to a decision being made on the project.

The City of Saratoga asks that this form be signed by each neighbor to indicate that they have had an opportunity to review the proposal. Please familiarize yourself with the project preliminary plans.

NOTE: These plans are PRELIMINARY ONLY and may change as the project moves forward. You may contact the City of Saratoga's Planning Division at any time to review any changes that may occur. Please contact the City of Saratoga at 408-868-1222 to speak with the assigned project planner.

My signature below certifies that I am aware of the proposal and have reviewed the plans.

Neighbor Name: _____ Date: _____

Neighbor Address: _____

Neighbor Phone #: _____

Please address any initial concerns with the project below (attach additional sheets if necessary):

SIGNATURE: _____