

*City of Gonzales*  
Planning Department  
**VARIANCE APPLICATION CHECKLIST**

- \_\_\_\_\_ Completed and fully signed Standard Development Application.
- \_\_\_\_\_ Filing Fees.
- \_\_\_\_\_ Written statement fully describing the request, why it should be approved by the Planning Commission, other alternatives that have been considered and why they are not appropriate, and why any approval would not be considered a grant of special privilege
- \_\_\_\_\_ Completed Environmental Assessment Questionnaire.
- \_\_\_\_\_ Eight (8) copies of the blueprint-sized (24" by 36") copies\* of plans describing the property, including as applicable: Site or Plot Plan, Floor Plans, Building Elevations (or photographs of building if no exterior changes), and landscaping plans. Plans must be drawn accurately and clearly showing all required information as described in the City handout: (Plans are to be folded to an approximately 8 1/2 " x 11" size.)

**\*NOTE:** Blueprint requirement will be necessary for all applicants proposing new construction, remodels, etc.; requirements for other projects will be based on the discretion of the staff. Attached to this package is a copy of the Development Plan Submittal Checklist describing the minimum information normally required on plans.

- \_\_\_\_\_ One complete set of photographs of site and all structures on site.
- \_\_\_\_\_ Preliminary title report or property report dated within 30 days of the date of application documenting ownership, legal description and all easements.
- \_\_\_\_\_ List of all property owners within 300 feet of subject property to include site address, mailing address and parcel number for each.
- \_\_\_\_\_ Photocopy of the current Assessor's Parcel Map(s) showing all parcels within 300 feet of the boundaries of the subject property.

**The information requested in the two items above can be obtained from the Monterey County Assessor's Office, 240 Church St., Salinas.**

- \_\_\_\_\_ Preaddressed envelopes (**with sufficient first class postage affixed**) for all property owners within 300 feet of the subject property.
- \_\_\_\_\_ Other such additional information as the applicant deems appropriate to support the conditional use permit application.

**Items to be filed after the application has been deemed complete and prior to noticing the public hearing:**

- \_\_\_\_\_ Two (2) complete plan sets.
- \_\_\_\_\_ One 8 ½ x 11 inch transparence of each sheet of the plan sheets submitted.
- \_\_\_\_\_ Twelve (12) sets of 11 x 17 sized photographic reductions of all plans submitted, with each plan set folded into an 8 ½ x 11-inch format.