



**City of La Mirada**  
**Community Development Department**  
**13700 La Mirada Boulevard**  
**La Mirada, CA 90638**  
**(562) 943-0131**

F o r S t a f f U s e		
File Date	_____	<input type="checkbox"/> Fee
Fee Amount	\$ _____	<input type="checkbox"/> Site/Floor Plans
Receipt No.	_____	<input type="checkbox"/> Elevations
Case No.	_____	<input type="checkbox"/> Radius/Land Use Maps
By	_____	<input type="checkbox"/> Mailing Labels
		<input type="checkbox"/> Environmental Info Form
		<input type="checkbox"/> Environmental Fee
		<input type="checkbox"/> Title Report

## ZONE VARIANCE APPLICATION

<b>GENERAL INFO</b>	LOCATION OF PROJECT (Address)	ASSESSOR'S PARCEL NUMBER (S)	ZONING	
	NAME OF PROPOSED PROJECT		GENERAL PLAN DESIGNATION	
	APPLICANT NAME (Please print)	BUSINESS PHONE	HOME PHONE	
	APPLICANT SIGNATURE (Required)			
	APPLICANT ADDRESS	CITY	STATE	ZIP
	APPLICANT REPRESENTATIVE (Please print)	BUSINESS PHONE	HOME PHONE	
	APPLICANT REPRESENTATIVE SIGNATURE (Required)			
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE	ZIP
	PROPERTY OWNER NAME (Please print)	BUSINESS PHONE	HOME PHONE	
	PROPERTY OWNER SIGNATURE (Required)			
PROPERTY OWNER ADDRESS	CITY	STATE	ZIP	

<b>PROJECT INFO</b>	LEGAL DESCRIPTION OF PROPERTY (From Deed)
	Use applied for (Describe in detail the nature of the business occupation or purpose for which the building, structure, or premises are to be used and what is to be done on or with the property in the way of additional improvements):
	Does the property have deed restrictions affecting the use thereof, if so describe:
	Does the property have recorded easements affecting the use thereof, if so describe:
	Does the property have recorded access agreements affecting the use, if so describe (may attach additional sheets):
Describe any additional approvals to be obtained (State in detail what other approvals are necessary - Parcel Maps, Building Permits, Redevelopment Agency approvals):	

ZONE VARIANCE APPLICATION	
Z O N E	<p>A Variance shall be granted, in whole or in part, only upon affirmative findings as hereinafter set forth or otherwise it shall be denied. The findings listed below are required to be met. Findings are important as they bridge the analytical gap between the raw evidence and ultimate decision. If the decision is challenged, a court will examine the evidence supporting the findings to determine whether the hearing body abused its discretion when acting on an application. Such an abuse of discretion is to be found when: (1) the agency did not proceed in a manner prescribed by law; (2) the agency's decision is not supported by findings; and (3) the agency's findings are not supported by evidence in the administrative record. The following findings are required:</p> <p>That there are exceptional circumstances applicable to the property involved, or to the intended use, which do not generally apply to other property in the same district as:</p>
	<p>That the result would not be detrimental to the public welfare or injurious to property in the vicinity as:</p>
V A R I A N C E	<p>That the strict application of the regulations sought to be modified would result in practical difficulties or hardships inconsistent with and not necessary for the attainment of the general purposes of the Zoning Ordinance as:</p>

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I certify that all statements made on this application and attached plans are true and complete to the best of my knowledge. I understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



## **ZONE VARIANCE APPLICABILITY**

1. A variance application shall be filed whenever any deviation from the Zoning Code is proposed, except those minor deviations identified for an Administrative Adjustment in Section 21.102.
2. A variance may not be approved for uses or activities not otherwise expressly authorized by this title. A variance is not a substitute for a zone change, zone text amendment, or Conditional Use Permit.
3. Financial hardship in and of itself does not represent grounds on which to file a variance application.

## **INSTRUCTIONS**

Zone Variances are discretionary permits approved or denied by the City's Planning Commission. Decisions are made by the City's Planning Commission after reviewing applications, staff recommendation and taking testimony from the public during a public hearing of which the applicant or representative will be in attendance. The Planning Commission meets on the third Thursday of the month.

A Zone Variance is intended to allow a property owner a process to gain approval to vary from the rules and regulations of the City's Zoning Ordinance when not contrary to its general intent or the public interest, where due to special conditions or exceptional characteristics of the property or its location or surroundings, a literal enforcement would result in practical difficulties or unnecessary hardships. The Zone Variance process assures land use compatibility.

## **STEPS TO REVIEW**

1. Review the La Mirada Zoning Ordinance as it relates to the subject property.
2. Discuss your proposal with the Community Development Department.
3. Obtain a fee schedule, application, instructions and environmental information form.
4. Hold a pre-application meeting with staff to ensure that applications/drawings are sufficient and self-explanatory wherein you will submit completed applications, required drawings and fees.
5. The application will be reviewed to determine completeness and to determine if supplemental reports may be required such as traffic studies, grading reports or hydrology studies. Application forms and supplemental data must be completed in detail before they may be considered.
6. A staff report to the Planning Commission will be prepared including a recommendation.
7. A public hearing date will be scheduled before the Planning Commission.
8. Staff will post/advertise/distribute the public hearing notice.
9. Staff will send notice to applicant advising of date and time of the public hearing enclosing copy of staff report and conditions.
10. Applicant or representative shall be present at the public hearing.
11. The Planning Commission approves, approves with conditions, or denies applicant's application.
12. There is a 10-day (business days) appeal period for the action.
13. Within 5 days of the action, City staff shall file a Notice of Determination (NOD) with the County Clerk's office for a fee of \$50. Applicant should be aware that a \$50 check would be required.

Anything completed prior to final approval will be at your own risk. Do not assume that your case has been finally approved until the City officially notifies you of such a decision in writing. Final approval requires favorable action by the Planning Commission.

## **ZONE VARIANCE REQUIREMENTS**

1. Submit complete Application and Environmental Information Form with appropriate fees.
2. Submit site plans, floor plans and elevations showing all dimensions and locations of all proposed and/or existing structures and improvements, parking area, signs, landscaping, walls, open spaces, etc. Plans shall properly demonstrate the location of all property lines, the full dimensions of buildings on site, including fully dimensioned floor plans, the exact location and dimensions of all existing and proposed signs for the business/center and the lineal feet of building frontage. Additionally, architectural drawings, interior layout, and appropriate sketches showing the design and character of the improvements may be required.

The following quantity and sizes are required:

- Submit 15 full-size, folded copies of the site, floor and elevation plans drawn to scale.
  - Submit 1 (one) full-size, rolled color copy of the site, floor and elevation plans drawn to scale.
  - Submit 5 color copies of the site and elevation plans on 11"X17" sheets folded in half.
  - Submit 1 (one) 8 1/2"X11" copy of the site, floor and elevation plans.
  - Submit 1 (one) CD-ROM with digital images of the plans in pdf or jpg format.
  - If the decision of the Planning Commission is appealed, an additional 15 full size copies of the plans may be required.
3. The following are the requirements for the Radius Map, Land Use Map and Ownership Maps along with mailing Labels:
    - Submit two copies of a map drawn to a scale of one inch to 100 feet, showing a radius line, all streets, highways, alleys, rights-of-way and lot cuts. Include tract, lot numbers and street addresses. This map should include the subject property and all surrounding properties within a radius of 300 feet from the exterior boundaries of the subject property. All properties should be numbered to correspond with the required property owner list.
    - Submit a numbered complete list of names and mailing addresses of all property owners within or partially within a 300-foot radius of the exterior boundaries of the subject property. This list must be prepared from the latest available assessment roll of the Los Angeles County Assessor.
    - Submit Two (2) numbered sets of typed address labels for each property owner within or partially within the 300-foot radius.
    - Submit Radius Map and Ownership List Certification. The ownership list shall be certified to be true, correct and complete and the Certificant's signature shall be notarized. An inaccurate or incorrect list will be cause for withholding the case from hearing.
  4. An Environmental Information Form.
  5. Owner's Affidavit.
  6. A complete legal description from a recorded deed or deeds is required.
  7. A Radius Mapping Company can complete item #3.
  8. Title Report.