



## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, Ca 95045

## PLANNING DEPARTMENT

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### APPLICATION REQUIREMENTS FOR A VARIANCE

Per San Juan Bautista Municipal Code Section 11-21 – *Variances*, a variance is a permit issued to a property owner to construct a structure or carry out an activity that is not otherwise permitted by the City’s zoning standards. Variances are only granted when the City can make findings that unique or extraordinary circumstances related to the property prevent the development of the property within the standards of the zoning district, thus creating undue hardship for the property owner. Such circumstances typically include irregular size, shape, or topography of the property. When a variance is granted, the City makes a discretionary decision to apply flexibility to certain standards of the Zoning Ordinance (such as setbacks, building height, parking requirements, and floor area ratios) in order to allow development on the property.

#### **APPLICATION REQUIREMENTS:**

- Required deposit of \$1,500.00 (Additional fees for permit processing may be charged to the applicant).
- May require processing deposit fee for environmental review under the California Environmental Quality Act (CEQA). The fees listed below are for the type of CEQA review anticipated at the time of application submittal. Additional fees may be charged depending on the final review completed by staff.
- \$150 fee for a Notice of Exemption, or
- Cal. Fish and Game Dept. fee for an Initial Study/Negative Declaration, Mitigated Negative Declaration or EIR.
- Planning Application Cover Page
- 10 copies of the Site Plan, drawn to scale at 1/8”=1’ minimum. A licensed architect, engineer, contractor, or registered building designer is required to prepare the Development Plan Set, unless such requirement is waived by the Planning Commission. The following information must be included:
  - Applicant’s name, address, and phone number
  - Vicinity map showing an overview of the project location in San Juan Bautista
  - North Arrow and Scale
  - Assessor’s Parcel Number(s) of the project site
  - Property lines and dimensions of the site and surrounding properties
  - Existing easements
  - Dimensions of all existing structures, parking areas, driveways, fences, walls, etc.
  - Required building setbacks (rear, front, and side) clearly identified
  - Variance requests clearly identified
  - Street names and streets adjoining the property
- Other plans that the City Planner determines as necessary to review the project, such as elevations, floor plans, and details. Please contact the Planning Department to determine if additional plans will be required.
- Project Description form
- Environmental Information form
- CITY TO DO: Typed mailing labels addressed to the current property owners of all units located on properties within 300’ of the project site’s property lines. Mailing labels for occupants of rental units will be addressed to “Occupant”. This information can be obtained from the Assessor’s Roll at the San Benito County Assessor’s Office.
- Photographs of the project site and surrounding properties
- Applicant Agreement to Pay Processing Fees for Land Use Application form

**Note:** All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.