



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

SUBMITTAL CHECKLIST FOR MINOR VARIANCE

SUPPLEMENTAL

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

Minimum Submittal Requirements:

Listed below are the minimum submittal requirements for Minor Variances. If there are multiple entitlements, they may be combined under one submittal.

- Electronic Submittal**
All required submittals listed below shall be provided in electronic format via flash drive or CD.

- Master Zoning Application Form** – One (1) copy
 - a) Cover sheet with applicant signature, notarized
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Entry onto Private Land
 - e) Owner's Affidavit

- Ownership Verification** – One (1) copy
 - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
 - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable

- Notification Packet**

- Application Fees** – See adopted fee schedule, viewable at:
<https://www.cityofsierramadre.com/cityhall/finances/fees>

It is recommended that the following submittal requirements be completed by a licensed architect.

- Project Narrative** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

For all requests for a minor variance, provide a written narrative that thoroughly describes the proposed project and how it would not constitute a granting of special privileges inconsistent with the limitation upon other properties in the vicinity and zone in which the property is located. The narrative shall also describe how the project meets the following required findings for approval of a Minor Variance.

Findings. Before any zone variance is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter the existence of the following facts:

1. The project does not adversely impact the public health, safety, and welfare.
2. The design of the home is improved with the granting of the minor variance.

- Project Drawings** – Two (2) 11” x 17” copies (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal). Project Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
 - 1) Total area of site in square footage
 - 2) Gross and Net building area calculations:
 - a. Existing and proposed square footage
 - b. Existing and proposed number of buildings and dwelling units
 - 3) Existing building construction dates
 - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).
 - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
 - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
 - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
 - 8) Existing and proposed building heights and number of stories.
 - 9) Total area of project site proposed to be dedicated towards landscaping.
 - 10) Total area of project site proposed to be dedicated towards hardscape/paving.
 - 11) Existing zoning and land use designation.
 - 12) Existing and proposed UBC occupancy group and construction type.
- Existing and Proposed Site Plan

- Existing and Proposed Floor Plan
- Existing and Proposed Roof Plan
- Existing and Proposed Building Elevations

Additional Documentation

Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.