



Variance Checklist

1. ___ **A Completed Application Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Site Plan Drawings** (P)
A scale-drawing of the property, displaying the dimensions and arrangements of the existing and proposed uses.
4. ___ **Architectural Drawings** (P)
Building elevations and envelopes, if architectural work is proposed.
5. ___ **For Planning Commission Variances: Neighborhood Association Meeting** (P)
 - A sign-in sheet of meeting attendees
 - A summary of issues discussed
 - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
6. ___ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P/DS)
7. ___ **Additional Information or Reports** (P/DS)
If Required in Pre-Application Conference.
8. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
9. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)
The names and addresses of property owners within 300 feet of the site from a title company.
10. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)
11. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved have been paid in full for the preceding year.**
12. ___ **Electronic Version of All Application Materials** (P/DS)
13. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.