



Development Services Department
Planning Division
13220 Central Avenue
Chino, CA 91710
(909) 334-3253

www.cityofchino.org

MAJOR VARIANCE CHECKLIST

CITY of CHINO

The purpose of the Major Variance procedure is to provide a method whereby departures from the strict application of the development standards contained in this Zoning Ordinance is permitted, when the strict application of such would deprive a property a development right possessed by other property in the same zone and vicinity.

ALL APPLICATIONS:

1. All plans shall be folded, stapled and collated into full packages no larger than 8-1/2" X 14".
2. All plans shall be prepared in accordance with the City's *Filing Requirements* and *Minimum Required Information* section of this handout.
3. Additional materials and information may be required depending upon project scope and complexity.

SECTION 1 – FILING REQUIREMENTS

DRC Copies

- (3) Completed *Land Use and Development Uniform Application(s)* and filing fee**; **(1 clearly marked original and 3 copies)**.
- (3) A written justification outlining the findings for the Variance, noted in Section 3 of this application.
- (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout (labels must be prepared within 6 months of public hearing date).
- (3) Full-size sets of the development package collated, stapled and folded to 8-1/2" x 14" in size. All plans shall be prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout. Each development package shall include the following:
 - Site plan
 - Floor plans
 - Building elevations
 - Pedestrian access plan
- (4) Reduced 11"x 17" sets of the development package collated and stapled.
- (1) Provide photos on a CD/thumb drive of the existing site, include building elevations.

* Materials and information may be required as detailed in Section 2 *Minimum Required Information Checklist*.

** Approval of this application by the Planning Division does not constitute final approval to construct your project. Before beginning construction, you will still need to obtain building permits and pay all appropriate fees. Because the fees could be substantially higher than anticipated, it is highly recommended that you contact the following departments and/or agencies prior to submitting for a building permit to determine all of the necessary plans/materials and fees:

- Building & Safety Division (909) 334-3251
- Chino Valley Independent Fire District (909) 902-5280
- Engineering Division (909) 334-3265
- Chino Unified School District (909) 628-1201 ext. 1200—For School Fees

SECTION 2—MINIMUM REQUIRED INFORMATION CHECKLIST

General Preparation Guidelines:

- 1. All plans/maps shall be drawn on uniform sheets, no greater than 24" X 36" in size.
- 2. All plans/maps shall be clear, legible and accurately scaled.
- 3. All plans/maps shall be clearly labeled with sheet title, project name and project location.
- 4. A one sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- 5. Incomplete or illegible plans/maps will not be accepted for filing.

A. Site Plan:

- 1. Site Plans shall be drawn to an engineering scale no smaller than 1" = 50' with the north arrow oriented toward the top or right side of the street.
- 2. Graphic scale.
- 3. Legal description with Assessor Parcel Numbers (APN).
- 4. Name, address and phone number of the applicant, engineer and/or architect.
- 5. The date the plan was prepared, including any subsequent revision dates.
- 6. Vicinity map clearly showing the precise location of the project.
- 7. Property lines of the project site and all adjacent (abutting) properties.
- 8. Location of all existing structures on the project site and on adjacent properties (for a distance of 50 feet beyond the project site), including storage areas, landscape areas, parking lots and driveways (background layer).
- 9. Location of existing trees, specifically noting trees with a trunk diameter of 4 inches or greater (background layer).
- 10. Location of both pedestrian and vehicular access, showing service areas and points of ingress and egress.
- 11. Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- 12. Dimensions for all building setbacks to each property line.
- 13. Dimensions for all parking spaces. All parking spaces shall be displayed per City standard.
- 14. Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.
- 15. Existing and proposed curbs, gutters, and paving widths within 50 feet of the project site and across the street, including existing median islands.
- 16. Provide a Pedestrian Access Plan that clearly shows the combination of elements that will provide pedestrian access, circulation, and the full use of the site and public right of way by pedestrians, including those who have disabilities. Include on the Plan, the proposed location of all sidewalks and walks, recreation paths, curb ramps, and crosswalks (marked and unmarked) within the site and within the public right of way on the site frontage.
- 17. Typical cross sections of all adjacent streets, alleys, and easements, including railroads, noting whether they are public or private.
- 18. Existing and proposed use of all buildings and structures on the project site.
- 19. Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas.
- 20. Show the combination of elements that will provide access, circulation and the full use of the facility and building(s) by persons with disabilities. Include path of travel into the site as well as building to building, ramp locations and other elements used. Compatibility with proposed grades shall also be analyzed.
- 21. Internal vehicular circulation patterns, with turning templates, where necessary.

- 22. A summary to appear as notes, as follows:
 - Gross, adjusted gross, and net acreage calculations for the project site;
 - Lot coverage;
 - Landscape coverage;
 - General Plan land use designation(s) for the site;
 - Zoning designation(s) for the site;
 - Required and proposed number of parking spaces (covered and uncovered, as applicable);
 - FAR (as applicable); and
 - Impervious area ratio.

B. Building/Structure Elevations:

- 1. 1/4" = 1' scale, all sides of all buildings
- 2. Dimensions to top of ridge, top of chimney, plate heights.
- 3. Dimensions to top of ridge, plate heights, all external and/or roof-mounted equipment. (For commercial/industrial projects only)
- 4. Indicate all proposed textures, finishes, and materials.
- 5. Front doors and garage doors shall be portrayed as constructed; manufacturer and model number shall be noted. (For residential projects only.)

C. Floor Plans:

- 1. 1/8" = 1' scale or 1/16" = 1' scale if necessary for very large buildings.
- 2. Overall dimensions for footprint.
- 3. Rough interior dimensions for each room/area.
- 4. Locations for AC condensers, water heaters, furnaces and/or trash containers as applicable.
- 5. Interior dimensions for all parking area within garages: each required parking space shall measure 10' X 20' clear floor area. (For residential projects only.)

D. Pedestrian Access Plan:

- 1. Provide a Pedestrian Access Plan that clearly shows the combination of elements that will provide pedestrian access, circulation, and the full use of the site and public right of way by pedestrians, including those who have disabilities. Include on the plan, at a minimum:
 - Proposed location of all sidewalks and pedestrian walkways;
 - Proposed location of all curb ramps, crosswalks (marked and unmarked on the site and within the public right-of-way along the site frontage);
 - 5-foot clear sidewalk width around any object/obstruction (utility pole, fire hydrant, mailbox, etc.);
 - Sidewalk or a curb ramp at driveway crossings
- 2. Location of all existing and proposed structures on the project site and adjacent properties (for a distance of 50 feet beyond the project site), including storage areas, landscape areas, parking lots and driveways. (background layer)
- 3. Existing and proposed curbs, gutters, paving, and other facilities within the public right-of-way within 50 feet of the project site and across the street, including existing median islands.

For more information regarding accessible pedestrian facilities, please visit the City's website below and select "City of Chino Policy on Accessible Pedestrian Facilities."

<https://cityofchino.org/city_hall/departments/community_development/americans_with_disabilities_act>

SECTION 3—FINDINGS-before granting a Variance, the Planning Commission must make ALL of the following findings:

- A. There are specific circumstances applicable to the property, including size, shape, topography, location of surroundings, when the strict application of the Zoning Ordinance would deprive such property of privileges by other property in the vicinity and under identical zoning classification;
- B. The granting of such a variance will not constitute a grant of special privilege inconsistent with the limitations upon other property in the vicinity and zone in which the property is situated;
- C. The granting of such a variance is necessary for the preservation and enjoyment of a substantial property of the applicant, possessed by other property in the same zone or vicinity;
- D. The granting of such a variance will not be materially detrimental to the public welfare, or injurious to the property or improvements in the zone or district in which the property is located; and
- E. The granting of such a variance will not adversely affect the General Plan or applicable specific plan(s).

SECTION 4—APPROVAL PROCESS

1. Notification: Prior to consideration of a Variance, a notice shall be mailed to all property owners within a 300-foot radius, and by publishing the notice in the Chino Champion newspaper, at least 10 days prior to the public hearing.
2. Public Hearing: The Planning Commission shall conduct a hearing to consider the facts and to receive public testimony concerning the proposed Variance.
3. Action by Planning Commission: Following conclusion of the public hearing, the Planning Commission may (1) grant approval as requested by the applicant, (2) grant approval in a modified form, (3) continue the item (usually for the purpose of further research), or (4) deny the Variance. If approved, the Planning Commission may impose conditions.
4. Effective Date: The decision of the Planning Commission shall be effective after a 10-day calendar day appeal period.
5. Appeals: If appealed, the matter will be scheduled for City Council public hearing, and re-noticed.

CERTIFICATION

CERTIFICATION OF PLANS & INFORMATION

I hereby certify that the plans and information provided present all of the data and information required by this "Minimum Required Information Checklist," and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Preparer's Signature: _____ Date: _____
Name (print or type): _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____