



# CITY OF SEASIDE

Resource Management Services | Planning Division  
Variance / Minor Variance Application

V-19- _____
MV-19- _____
File # _____

**TO BE COMPLETED BY APPLICANT**

**Project Address or Location:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Project Description** (attach if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant / Primary Contact:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner's Statement:** "By my signature, I hereby certify that I am the legal owner of record of the property identified in this application and that I approve of the requested action herein. I further certify that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submittal Requirements**

- Variance Statement** – Provide written evidence that the literal enforcement of the Zoning Ordinance would involve practical difficulties, or would cause undue hardship that would necessarily deprive the owner of the reasonable use of the land or buildings involved. Considerations may include exceptional narrowness, shallowness or unusual shape of a parcel of property, exceptional topographic conditions, or of the use or development of property immediately adjoining the piece of property in question. Personal, family or financial difficulties, the loss of prospective profits or development potential, or the existence of neighboring violations shall not constitute justification for a variance.
- Site Plan** – Show all property lines and dimensions, adjacent streets and alleys, required setbacks, structures, driveways, parking spaces, landscaped areas, signs, trash enclosures, etc. on a scaled plan of the entire subject property. Include all north arrow, structure dimensions, distances from other structures, and distances to adjacent property lines.
- Floor Plan** – Include existing and proposed plans for all tenant spaces, interior living spaces, windows, walls and doors.
- Elevations** – Include exterior elevations of all sides.
- Pre-stamped envelopes for all properties within a 300-foot radius (*consult staff for amount*)
- Additional information may be required following initial review of the project.

**TO BE COMPLETED BY STAFF**

**\*\*\*Fees are based upon current adopted fee schedule\*\*\***

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <i>Single-family</i>         | <input type="checkbox"/> <i>Multi-family</i>         | <input type="checkbox"/> <i>Commercial</i>         |
| <input type="checkbox"/> <i>Minor - Single-family</i> | <input type="checkbox"/> <i>Minor - Multi-family</i> | <input type="checkbox"/> <i>Minor - Commercial</i> |

Fee Collected: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date Accepted: \_\_\_\_\_