



PLANNING DEPARTMENT

Planning Division, 525 San Anselmo Avenue, San Anselmo, California 94960
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VARIANCE SUPPLEMENTAL QUESTIONNAIRE

Complete the information below:

Setback Variance:

_____ foot front yard variance to construct a _____ within _____ feet of the front property line.

_____ foot rear yard variance to construct a _____ within _____ feet of the rear property line.

_____ foot side yard variance to construct a _____ within _____ feet of the side property line.

_____ foot side yard variance to construct a _____ within _____ feet of the side property line.

Other Variance Requests:

Fence height: _____

Building Height: _____

Lot Coverage: _____

Floor Area Ratio (FAR): _____

Parking number and/or size: _____

For All Variance Applications (does not include Sign Variance):

1. List below special circumstances applicable to the property, including size, shape, topography, location, or surroundings, to show why the variance should be granted, and why the granting of the variance will not be a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone (you may attach a statement).

2. List below your reasons why the variance will not materially affect adversely the health or safety of persons residing or working in the neighborhood or be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood (you may attach a statement).

Sign Variance:

1) Number of Signs _____ 2) Size of Signs _____ 3) Location of Signs _____

“Sign” includes any moving part, lighting, sound equipment, framework, background material, structural support, or other part thereof. A display, device, or thing need not contain any lettering to be a sign. Not included within this definition: Lettering on ATM, barber pole, interior sign/visual communicative device located entirely within a building and, if visible from the exterior setback 5 feet from the window, merchandise on display for sale on-site, apparel, decoration, including tattoos, makeup, wigs, costumes, and masks.

Existing Signage:

Location on Property	Construction Materials and Colors	Dimensions	Area (square footage)	Existing Sign to Remain?
1.				
2.				
Additional signs:				

Total Area of Existing Signs to remain = _____ sq ft

Proposed Signage:

Location on Property	Construction Materials and Colors	Dimensions	Area (square footage)
1.			
2.			
Additional signs:			

Total Area of Proposed Signs = _____ sq ft

Total Sign Area (existing plus proposed) = _____ sq ft

Lineal Footage of Primary Building Face (Commercial and Professional zoning districts only) = _____ lineal ft

For Sign Variances:

1. List below why denial of the variance(s) would result in unreasonable practical difficulties or in unnecessary hardships for the applicant, which difficulties or hardships are unique to the particular applicant and the applicant’s use and are not present generally, or that the strict application of the provisions of the sign ordinance would bring about results inconsistent with the purposes and intent of the ordinance. Note that a self-created hardship shall weigh heavily against the granting of the variance.

Sign Variance:(continued)

2. List below why the granting of such application would not adversely affect the public health, safety, or welfare or be detrimental to or endanger or depreciate the properties in the surrounding area.

3. List below the special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the controlling zoning ordinance or regulation deprives the property of privileges enjoyed by other property in the vicinity and under an identical zoning classification, and the granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

Submittal Requirements for Sign Variance

Ten (10) copies of the following drawings:

1. Dimensioned and scaled drawing of each proposed sign (includes any moving part, lighting, sound equipment, framework, background material, structural support, or other part); and
2. Dimensioned and scaled building and/or fence elevation(s) showing existing and proposed sign locations on those elevations; and
3. Color Samples.

Additional information may be requested should it be determined to be necessary to properly evaluate the application, including: materials, site plan in color (showing the location of property lines, buildings, parking areas, driveways, landscaped areas, utility poles and wires), and photographs of the property and building on which the sign is proposed to be erected or displayed.