



City of Los Banos
Planning Department
520 J Street
Los Banos, CA 93635
Phone: (209) 827-7000 Ext 118
Fax: (209) 827-8059

Variance Submittal Requirements

- 1. Completed Application
 - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated and notarized statement and both (or all) shall sign the application.
- 2. Fee as listed on Fee Schedule.
- 3. Cost Recovery Contract.
- 4. Completed Environmental Checklist.
- 5. Vicinity Map – 15 copies in an 8.5” x 11” format (to include a 600’ radius)
- 6. Project description fully explaining intended use, General Plan Designation, zoning, surrounding uses, proposed backbone and in tract infrastructure and circulation.
- 7. Evidence of property ownership, e.g. deed, title insurance policy
- 8. Maps or Exhibits – 15 copies no smaller than 11”x 17” and no larger than 24”x 36” showing the following:
 - a. The location, design and dimensions of all lots and lot lines.
 - b. The dimensions of all yard areas, setbacks, building separations, open space and patios.
 - c. The location and dimensions of all proposed easement dedications and off-site improvements.
 - d. The land use, type of residential units and number of bedrooms in the residential use.
 - e. The location, dimensions and number of off-street parking spaces.
 - f. Pedestrian and vehicular access, circulation and ingress and egress.
 - g. Grading plans and conceptual landscaping plans.
 - h. Fencing and walls including location, height and materials.
 - i. Phasing boundaries if the development is to be constructed in phases.
 - j. Trash enclosure locations and screening materials if there are shared receptacles.

- 9. The preliminary architectural design and elevations showing all sides of the buildings and depicting the building materials. (15 copies no smaller than 11"x 17")
- 10. Site photos showing site and surrounding properties labeled clearly.
- 11. Electronic Package of Entire Submittal on CD

FOR YOUR INFORMATION: Staff may require additional information such as a traffic study, noise study, biological assessment, parking study, soils report, drainage report, arborist report, sight line analysis or infrastructure calculations or master plans necessary to adequately analyze the project, complete environmental review or make recommendations to the Elected or Appointed Officials.