



CITY OF DUBLIN
Community Development Department

VARIANCE (VAR)
PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- Processing Fee Agreement Form**
- Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- Written Statement** Please read the following information and answer all questions listed below:
- Required Findings** The following findings shall be made in order to approve a Variance. Please address whether and how these findings can be made in your case:
 1. There are special circumstances applicable to the property including size, shape, topography, location or surroundings; such that the strict application of the requirements of the Zoning Ordinance deprives the property of privileges enjoyed by other property in the vicinity and under identical zoning classification;
 2. The granting of the Variance is subject to such conditions that will assure that the adjustment shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and under identical zoning classification;
 3. The granting of the Variance will not be detrimental to persons or property in the vicinity or to the public health, safety and welfare.
 4. The granting of the Variance is consistent with the purpose and intent of the applicable zoning district.
 5. The granting of the Variance is consistent with the Dublin General Plan and with any applicable Specific Plans.
- Additional Findings** A Variance may be granted to the Off-Street Parking and Loading regulations (Sections 8.76.080 and 8.76.090 of the Dublin Zoning Ordinance) for non-residential developments in order that some or all of the required parking spaces be located off-site, or that in-lieu fees or facilities be provided instead of the required parking spaces, if both of the following findings are made:
 1. The Variance will be an incentive to, and a benefit for, the non-residential development.
 2. The Variance will facilitate access to the non-residential development by patrons of public transit facilities, particularly guideway facilities

Describe the variance request in detail by answering all of the following questions:

1. Is your property located on a lot of unusual size, shape or configuration?
2. Is your property traversed by a stream, steep slope or a ravine?
3. Does your property adjoin property with different topographical features such as a hill, cliff face or river channel?
4. How many other properties in your neighborhood display similar special circumstances, condition or site characteristics?

5. Explain the reasons for your request for a variance from the Zoning Ordinance regulations

Describe the Off-Street Parking and Loading regulations variance for a non-residential use in detail by answering the following questions:

1. Describe in detail the Variance request including:
 - a. A description of the proposed development/use
 - b. Parking required
 - c. Parking proposed
 - d. Location of alternative off-street parking area
 - e. Proximity of proposed parking area to development
 - f. Any other relevant information
2. Explain how the granting of this Variance will be an incentive to and benefit the proposed development/use.
3. Is the proposed development/use located in proximity to an existing transit center?
4. Will the granting of this Variance facilitate access to the non-residential development by patrons of public transit facilities, particularly guideway facilities?

Preliminary Title Report/Property Profile to document ownership, prepared within three months of application submittal.

Public Notice Materials

1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.

Vicinity Map showing the site in relation to nearest cross streets

Site Plan: drawn to 1" = 20' scale and fully dimensioned. The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the proposal. The plans must show all of the following:

1. North arrow and scale.
2. Dimensioned property lines, easements and streets.
3. Existing topography (dashed line) at one-foot intervals (slopes 3:1 or greater shall be five- foot intervals).
4. Physical features such as creeks, streams, vernal pools, faults, flood zones and slide areas must be shown.
5. Location, setbacks and dimensions of all existing and proposed structures, parking, driveways, walkways, landscape areas, fences, retaining walls, signage and trash enclosures on the site.
6. Location and dimensions of proposed off-street parking area.
7. Parking information:
 - a. Parking ratio (i.e. parking spaces/1000 sq. ft. of building)
 - b. Parking provided, parking required, disabled accessible spaces and total project parking
 - c. Number of parking spaces per row (indicate compact spaces with 'C')
 - d. Typical parking stall dimensions
 - e. Parking aisle and drive aisle dimensions
8. Loading spaces:
 - a. Loading space ratio (i.e. loading spaces/1000 sq. ft. of building)
 - b. Loading spaces provided and loading spaces required
9. Location, setbacks and dimensions of all existing and proposed structures, parking, driveways, walkways, landscape areas, fences, retaining walls, signage and trash enclosures within 50 feet of the project site.
10. Summary of development calculations including:
 - a. Site area (gross and net, each floor and total)
 - b. Floor area of all buildings and uses
 - c. Number of parking stalls (required and proposed)
 - d. Lot area coverage (allowed and proposed)
 - e. Percentage of landscaping

- f. When appropriate, number of beds, students, dining seats, auditorium/church seats, occupants, employees on largest work shift, or square feet of assembly floor area
- Building Elevations** fully dimensioned and drawn to a 1/8" =1' scale of all sides (labeled north, south, east and west) of the structure.
- Traffic Data** specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Dept. for additional information.)
- Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or planningpermits@dublin.ca.gov.