



**CITY OF POWAY  
DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION**

**VARIANCE SUBMITTAL REQUIREMENTS**

The following specific information and material shall accompany the application form at the time of submittal. Applications will not be considered complete unless all requirements have been met. Use City of Poway Online Services at [services.poway.org](http://services.poway.org) to submit plans. **Only electronic submittals will be accepted.** For questions, please call the Planning Division at (858) 668-4610.

**STANDARD FILING REQUIREMENTS**

**SPECIFIC INFORMATION**

The following information and materials shall accompany a Uniform Application at the time of submittal. If this application is being submitted concurrently with a Minor Development Review Application, do not duplicate requirements. If unsure, contact the Planning Division.

1. Electronic plans which include a detailed illustrative site plan, floor plan and illustrative building elevations. These plans shall include the information specified under General Requirements.

**NOTE:** Additional copies of the plans may be required during the process to reflect additional information needed to complete the project review.

2. Payment of Application Fees. Consult the latest Master Fee Schedule for current fees. Once an application has been deemed complete, an invoice will be generated. **(Fees are not refundable).**

3. Evidence of legal parcel ( check one):

\_\_\_\_\_ Copy of Recorded Map      \_\_\_\_\_ Division of Land Plat

\_\_\_\_\_ Certificate of Compliance      \_\_\_\_\_ Grant Deed for parcel created prior to February 1972.

4. One (1) copy of a current Preliminary Title Report

If the title report is more than six months old, written verification in the form of a letter from the legal owner is needed stating that no easements have been recorded against the property.

5. Statement of precise nature of variance and difficulty or hardship, which would result from a strict interpretation of the specified regulation. Also, any other information related to the required findings (see attached form pg. 3).

6. Public Notice Requirements:

- a. Property ownership list (typed) and obtained from the latest equalized assessment roll issued by the San Diego County Assessor.
- b. From the property ownership list, two (2) sets of typed, self-adhesive address sheet labels (Avery or similar), listing the Assessor's Parcel number, names, and addresses of all property owners within 500 feet of the exterior boundaries of the subject property (see example provided).
- c. A radius map drawn on the Assessors Parcel Map(s), and spliced together (where necessary) into an 8 ½ " x 11" format, indicating the subject property with a 500 foot radius drawn around the property (see example provided).
- d. Public noticing shall include a minimum \$2,000 deposit (payable to the City of Poway). This includes notifications for neighborhood meetings, if applicable, to the proposed project. Please see [Resolution 24-0008](#).

**If deemed necessary by the project planner:**

7. Part I of the Initial Study (Environmental Assessment) and Environmental Determination fee.
8. Conceptual grading plan and natural features map.

## **GENERAL REQUIREMENTS**

### **PLAN PREPARATION**

1. All plans shall be drawn on uniform size sheets no greater than 24" x 36".
2. All site and grading plans shall be drawn to an engineering scale not to exceed 1" = 20', with a north arrow oriented to top of sheet.
3. All plans shall be combined into sets.
4. All plans must be clear, legible, and scaled accurately.

### **PLAN DESCRIPTION**

#### **DETAILED SITE PLAN SHALL INCLUDE THE FOLLOWING:**

1. Name and address of: Applicant, Engineer, and/or Architect.
2. Property lines and lot dimensions.
3. Assessor Parcel Number(s), Lot-Block Number and Map Number.
4. Dimensioned locations of access, both pedestrian and vehicular, showing service areas and points of ingress and egress.
5. The proposed variance.
6. Off-street parking and loading areas showing location, number and typical dimensions of spaces, and wheel stop placement. Internal circulation pattern.
7. Distances between buildings and/or structures.
8. Building setbacks (front, rear, sides).
9. Location of light fixtures and typical beam spread examples.
10. Existing curbs, gutters, sidewalks, and existing paving widths within 100 feet on adjacent and across-the-street properties.

11. Nearest cross streets on both sides with plus or minus distances from subject site.
12. The expected uses of the site, type of business, number of employees, and estimated annual sales. **(Note: This information will be forwarded to our Economic Development office.)**
13. A vicinity map showing closest major cross streets, zoning, and existing land use.
14. Location, height, and materials of walls and fences (sections if required).
15. All driveways to scale on adjacent and across-the-street properties for a distance of 100 feet beyond the limits of subject site.
16. Location of all buildings within 100 feet of proposed property lines.
17. Existing sewer or proposed sewer.
18. Across-the-street properties -- any existing drainage courses or storm drains.
19. Existing and nearest fire hydrants.
20. Distances from all sides of proposed building(s) to any building off-site within 150 feet.
21. Typical street section.
22. Any existing median islands within 100 feet of the subject site.
23. All existing and proposed easements must be plotted and labeled on the plans.

### **ILLUSTRATIVE SITE PLAN**

Such a plan should include a graphic scale and north arrow, all proposed and existing improvements, landscape concepts such as earth mounding and meandering walkways, wall, ground cover, trees, shrubs, shadows, paving and other elements as may be necessary to illustrate the site plan. (Dimensions shall be excluded from this plan.)

### **ILLUSTRATIVE FLOOR PLAN**

Such a plan should include a graphic scale, be fully dimensioned and show all rooms in the house and other buildings on site. The plan should also depict the use of the room, i.e. kitchen, living room, bedroom, garage, etc.

### **CONCEPTUAL GRADING PLAN SHALL INCLUDE THE FOLLOWING:**

1. Natural areas to be preserved (e.g. – rock outcroppings, natural drainage courses or habitat).
2. Proposed cut and fill areas in contrasting colors.
3. Existing and proposed contours within 100 feet of project boundaries.
4. Proposed drainage and flood control facilities.
5. Erosion control measures (e.g. - slope landscaping).
6. Natural drainage.
7. Elevations and finished contours.
8. Location of retaining walls, drainage channels and existing structures.
9. Location, elevation and size of proposed buildings pads.

### **ILLUSTRATIVE BUILDING ELEVATIONS**

Illustrative building elevations showing all sides of existing and proposed buildings and structures. Illustrative building elevations means architectural elevations showing typical materials to be used, trees, landscaping, and shadows to give the elevations graphic dimensions.

### **PURPOSES AND AUTHORIZATION FOR VARIANCES - FROM SEC. 17.50.010**

1. Variances from the terms of the Zoning Ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the Zoning Development Ordinance deprives such

property of privileges enjoyed by other property in the vicinity and under identical zoning classification. Any Variance granted shall be subject to such conditions as will assure that the deviation thereby authorized shall 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.

2. The power to grant Variances does not extend to use regulations. Flexibility to the zoning regulations is provided in the Conditional Uses provision of the Zoning regulations.
3. The City Council may grant a variance to a regulation prescribed by the Zoning regulations, in accord with the procedure prescribed in Chapter 17.50, with respect to fences, walls, hedges, screening and landscaping, width and depth; front, rear, and side yards, coverage, height of structures, distances between structures, usable open space, signs, off-street parking facilities, or frontage on the public street.

### **NECESSARY FINDINGS FOR VARIANCES - FROM SEC. 17.50.070**

The City Council may grant a variance to a regulation prescribed by the Zoning regulations, as the variance was applied for or in modified form, if, on the basis of the application and the evidence submitted, the Council makes findings of fact that establish that the circumstances prescribed in paragraphs A, B, C, D, E, and F below do apply.

- A. That there are special circumstances applicable to the property, (size, shape, topography, location, or surroundings) or the intended use of the property, and because of this, the strict application of the Zoning Development Ordinance deprives the property of privileges enjoyed by other properties in the vicinity under identical zoning classification; and
- B. That granting the Variance or its modification is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone and denied to the property for which the Variance is sought; and
- C. That granting the Variance or its modification will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in such vicinity and zone in which the property is located; and
- D. The granting of the Variance does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated; and
- E. The granting the Variance does not allow a use or activity which is not otherwise expressly authorized by the zoning development regulation governing the parcel of property; and
- F. That granting the Variance or its modification will not be incompatible with the Poway City General Plan.

### **THE DECISION OF THE CITY COUNCIL ON VARIANCES IS FINAL**

***To avoid delays in the process, please make sure the application you submit is complete. If you have any questions regarding the submittal process, or wish to make an appointment to discuss your project with a Planner, please contact this office at (858) 668-4610 (information).***



**Please state all relevant facts, which will satisfy the “Necessary Findings” section in order to grant a variance. Correspond the letters below with those in the “Necessary Findings” section.**

**A.** \_\_\_\_\_  
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**B.** \_\_\_\_\_  
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**C.** \_\_\_\_\_  
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**D.** \_\_\_\_\_  
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**E.** \_\_\_\_\_  
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**F.** \_\_\_\_\_  
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HOMEOWNERS ASSOCIATION / ARCHITECTURAL REVIEW COMMITTEE

**NOTIFICATION FORM**

THE FOLLOWING IS TO BE COMPLETED BY THE APPLICANT:

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
Homeowner's Association/Architectural Review Committee

FROM: \_\_\_\_\_  
Applicant(s) – PLEASE PRINT

SUBJECT: *Development Proposal*  
\_\_\_\_\_ propose(s) to construct/establish:  
Applicant(s)

DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location/Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Number of Units/Structures: \_\_\_\_\_

Gross square footage of project: \_\_\_\_\_ Maximum Height: \_\_\_\_\_

- *Applicant shall attach a set of the project plans*

THE FOLLOWING IS TO BE COMPLETED BY A REPRESENTATIVE OF THE HOMEOWNER'S ASSOCIATION/ARCHITECTURAL REVIEW COMMITTEE:

The Homeowner's Association/Architectural Review Committee has received a copy of the plans and general description of the project listed above.

Name: \_\_\_\_\_ Please Print ARC/HOA Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**NOTE TO HOMEOWNER'S ASSOCIATIONS**

Please submit any comments or suggestions your organization may have to the City of Poway Development Services Department, Planning Division, 13325 Civic Center Drive. Your comments should be returned within 10 days of the date you receive this notification so that your input can be included in the City of Poway's evaluation of this project. For more information, please call the Development Services Department, Planning Division at (858) 668-4610.

# LEAD AGENCY

## HAZARDOUS WASTE AND SUBSTANCE STATEMENT

### Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f, this statement must be completed and signed by the applicant before an application can be deemed complete for any type of development projects.

I certify that I have consulted the lists compiled pursuant to Government Code section 65962.5 and that the development project and any alternatives proposed in this application located at:

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Street Address Assessor Parcel Number

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City State Zip Code

is (are) **not** on the most recent lists compiled pursuant to Section 65962.5 of the Government Code.

**is** (are) on the following most recent lists compiled pursuant to Section 65962.5 of the Government Code as noted below.

	List	Regulatory ID. No.	Date of List
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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Signature of Applicant Date

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Applicant's Name, Printed Telephone Number

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Address City State Zip Code



**EXAMPLE**  
**PROPERTY OWNERSHIP LIST**

317-110-33 Union Steel Company P.O. Box 58 Tax Department Oakland, CA 94604	317-111-16 Olson, Roger 17876 Gate Drive Poway, CA 92064
317-110-16 Dean, Stephen, and Kristen 12364 Gate Drive Poway, CA 92064	317-111-15 Miller Investment Company 10437 Broadway Street El Cajon, CA 92031
317-110-59 Kellogg, Mark L., and Susan 12366 Gate Drive Poway, CA 92064	317-111-14 Howell, Michael and Laura G. 4465 Sixth Avenue Santa Ana, CA 98504
317-110-58 Western Mortgage Company 10469 Santa Monica Blvd. Los Angeles, CA 90003	317-110-70 Graham, Robert and Elizabeth 17888 Gate Drive Poway, CA 92064
317-110-37 Jones, Marcus G. and Kathy 12370 Gate Drive Poway, CA 92064	317-110-62 Foote, William D. and Irma 17900 Gate Drive Poway, CA 92064
317-110-45 Smith, Ronald and Susan 12888 Gate Drive Poway, CA 92064	317-110-69 Walker, Marcus 18010 Gate Drive Poway, CA 92064
317-110-56 Roberts, John and Virginia 12902 Gate Drive Poway, CA 92064	317-110-71 Jones, Thomas C. and Carole S. 18550 Gate Drive Poway, CA 92064

