



City of Mill Valley Planning Department
Supplemental Application for
Variance

26 Corte Madera Ave., Mill Valley, CA 94941 • 415-388-4033 • Fax: 415-381-1736 • www.cityofmillvalley.org

Applicants: Please print or type. Attach additional sheets if necessary. Thank you.

Cross-Reference Information

Address/Location of Project Site:

Assessor's Parcel Number:

Findings

In order to grant a variance, the City is required by law to make findings as defined by the City's Zoning Ordinance (M.V.M.C. §20.64.090). Your responses to the following will assist the City in making the decision as to whether the findings can be made for your request:

- 1. Describe the special or exceptional circumstances applicable to your building or property that do not apply to other properties in the area.**

Do any conditions exist on the site that make alternatives to the variance impracticable or impossible and are not common to other properties in the area? For example, is there a creek cutting through the property, an exceptional tree, steep terrain, and odd lot shape or unusual placement of existing structures? How is the property different from others in the neighborhood?

- 2. Did you, or a prior owner, create the hardship?**

For example, did a lot line adjustment or garage conversion create the need for the variance?

- 3. Explain why the variance request is necessary for the preservation and enjoyment of a reasonable property right.**

Would you be unable to build a project similar to others in the area or neighborhood without the variance? (i.e., having as much onsite parking or bedrooms?) Would you be unable to develop the site for the uses allowed without the variance? Do the development regulations place an unreasonable limitation or hardship on the development of the property?

- 4. Explain why granting the variance will not adversely affect the health, comfort or safety of persons residing or working in the neighborhood of the property and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.**

How will the proposed structure or use within the structure affect neighboring properties or structures on those properties? Think about traffic, parking, noise, lighting, landscaping, sunlight/shade and views.

Review Procedure

1. Variance applications are acted upon by either the Zoning Administrator or the Planning Commission at a public hearing, depending upon the nature of the application.
2. The City will schedule a public hearing on an application after the City determines that the application is complete.
3. The City will notify the applicant within 30 days after receiving the application as to whether it is complete. If it is not complete, the City will provide a list of information that will be required to complete the application.
4. At least ten days before the hearing, the City will notify all property owners within 300 feet of the subject property of the application and of the date of the hearing. The City encourages applicants to discuss their projects with their neighbors before the City mails the notices.
5. The applicant must place a notice poster(s) at the site 10 days before the hearing. If story poles are required, the applicant must install the poles 10 days before the hearing.
6. Staff will prepare a report describing the proposal and recommend that the hearing body approve, conditionally approve or deny the application. The report will be available for review before the hearing.
7. The applicant or his representative must be present at the Zoning Administrator or Planning Commission meeting. Any member of the public may speak at the public hearing.
8. The applicant or any interested party may appeal any decision by the Zoning Administrator to the Planning Commission and any decision by the Planning Commission to the City Council within ten calendar days of the decision by filing an appeal with the Planning Department.
9. A Variance expires one year following the date of approval. The City may renew a variance approval for an additional period of one year if the applicant files a request for renewal with the Planning Department before the expiration of the original approval.

Certification

I, the undersigned owner of the subject property, have read this application for a development permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Owner's Signature _____ Date: _____

I, the undersigned applicant, have read this application for a development permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature _____ Date: _____

Staff Use Only

Received By: _____

Date: _____