



ADMINISTRATIVE ADJUSTMENT FOR MINOR DEVIATIONS IN R ZONES

PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT
5111 BENITO STREET, P.O. BOX 2308, MONTCLAIR, CA 91763
(909) 625-9477
www.cityofmontclair.org

Case No. _____

Applicant(s) _____ Phone () _____

Address _____ City/Zip _____

Subject Property Address (if different) _____

Subdivision/Tract Name _____ APN _____

Zone _____ Lot dimensions _____ Lot area _____ s.f. Corner lot? _____

Building square footage _____ No. of stories? _____ Year dwelling constructed _____

Alley access? _____ Any freestanding structure, garage, pool/spa, etc. presently located or being proposed in the rear yard? (If "yes," please describe) _____

Net area of outdoor open space behind front setback line _____ s.f.

DESCRIPTION OF PROPOSED MINOR DEVIATION

SUBMITTAL REQUIREMENTS

- ❖ Complete this application form.
- ❖ Prepare 3 copies of a scaled plot plan and elevation drawing of the proposed project on sheets no larger than 11"x17" in size. Please indicate all relevant dimensions, location of existing improvements, property line fences, and other improvements such as pool, spa, tool shed, gazebo, or other detached, accessory structures. Also show utility easements, if applicable.
- ❖ Obtain signatures of all abutting property owners, consenting to this minor deviation request.
- ❖ Submit all of the above along with a non-refundable filing fee of \$25.00 to the Planning Division during regular counter hours.

Signatures of Abutting Property Owners of Record

I hereby understand the aforementioned information on this application and do not object to this administrative adjustment.

	Name	Address	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Findings

No administrative adjustment will be granted unless the Director of Community Development makes the following four (4) findings:

1. Because of special circumstances applicable to the subject property, the strict application of the zoning provisions is found to deprive the subject property of privileges enjoyed by properties in the vicinity under an identical zoning classification.
2. That such an administrative adjustment is necessary for the preservation and enjoyment of a substantial property right enjoyed by other property owners in the vicinity and under an identical zoning classification.
3. That the granting of the administrative adjustment will not be materially detrimental to the public welfare.
4. That the granting of the administrative adjustment is not contrary to the adopted General Plan.

Conditions of Approval

If an administrative adjustment is granted, Section 11.76.060.B of the Montclair Municipal Code allows the Director of Community Development to impose appropriate conditions of approval and performance standards to ensure that the proposed improvements will not be detrimental to the public safety or welfare, and will present an attractive appearance so as not to degrade property values of adjoining properties.

I hereby certify that all of the information contained herein, including all attached drawings and supporting documents, are true and accurate to the best of my knowledge, and that consent (or the lack of such consent) by abutting property owners will not necessarily result in final approval or disapproval of this request, or the issuance of a building permit by the City. Further, I have read and understand this entire application and fully agree to abide by the conditions of approval as may be imposed by the Director of Community Development.

Applicant's Signature

Date

PERMIT FEE: \$25.00

APPROVED

DENIED by: _____

Date: _____

CONDITIONS OF APPROVAL

CASHIER VALIDATION