



VARIANCE CHECKLIST

This review may allow for a change to certain development standards, in special circumstances. These reviews require a public hearing before the Planning Commission. Variance applications must be submitted as part of proposed development.

ITEMS	
	Standard Application
	Demonstration of Compliance with Findings per Municipal Code Section 17.32.320
	For Public Noticing:
	Certified Property Owner's List Affidavit
	Vicinity Ownership/Occupant List in Excel – Required Template
	Vicinity Ownership/Occupant Mailing Labels (1 hardcopy and 1 digital)
	Vicinity Ownership/Occupant Map (500' in Urban/1500' in Rural)
	Submittal Fee

Submit Online:

A complete submittal package may be emailed to: planning@cityoflancasterca.gov.

Submit in Person:

A complete submittal package may be mailed or delivered to City Hall. All plans must be individually folded prior to submittal.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application. Additional materials may be required upon formal project review.

FOR STAFF USE ONLY:

Case No.: _____
 Received By: _____
 Date Filed: _____