

ADJUSTMENT CHECKLIST (ZAA)

Area, Yard, Building Line, Height; Height, Density, FAR > 20% (YV); Slight Modification (SM); Adaptive Reuse Specific Plan; Hillside Retaining Walls

Case No. ZA-2007-846-ZAA

Staff processor L. C.
Date 2-20-07

A. ZIMAS

- Check address/legal/ownership in ZIMAS (Intranet version only)
- Print 2 ZIMAS maps

B. OTHER POTENTIAL ENTITLEMENTS (Reviewed/Discussed)

- Commercial Corner Adjustments (Yard, Passageway) Parking
- Use Allowed in Zone Height Specific Plan/CDO/HOPZ/POD
- Coastal (including Mello) Hillside Density
- B&S Order to Comply (include in file) Conditional Use Other

C. APPLICATION FORM

Entitlement Manager? Name _____

1. Types of application (Check one)
 - Adjustment to area (ZAA) Height/Density >20% (YV)
 - Slight modification (SM) Adjustment from prevailing front yard (ZAA)
 - Adjustment to height (ZAA) Passageway (ZAA)
 - Front property line determination Distance between buildings (ZAA)
 - Adjustment from required setbacks—side/rear yards (ZAA) Other

2. Project location and size

- Street address
- Legal description (verify with site plan, radius/ownership map, ZIMAS ownership)
- Lot dimensions & lot area (sq. ft.)
- Total project size (sq. ft.)

3. Project Description

- Check application for completion of this section

4. Request Clause is accurate, clear and complete.

- Code citation section number—section deviation, authority
- List of recent or pending case numbers relating to this site (if any)

ZA 2007 846

5. Owner/Applicant Information

Applicant Lessee or Owner

Copy of lease – if leased

Applicant's Affidavit

Contact Person

Address and day-time phone number

6. Applicant's Affidavit

Lessee or Owner

Escrow papers if in Escrow

Owner Granted Authority to Sign for Lease

Letter of Authorization (if not by owner)

Notarized

Grant Deed (if application ownership different from ZIMAS)

D. APPLICATION MATERIALS

1. Specific Plan/HPOZ/CDO/POD authority to apply form

2. Mailing List (never waived) - *DIR-2006-7721-VSD*

Abutting property owners list (one set of gummed labels required for ZA files)

Applicant and representatives address on all labels and copies

Abutting owners map

Vicinity map

BTC receipt number *LA07-272*

Perjury affidavit

Abutting owners list MUST have owner's, applicant's and representative's labels. They may not be hand-written in.

3. Plot Plan

3 copies all requests, including 8½" x 11" reduction

4. Floor Plan

3 copies all requests (where applicable), including 8½" x 11" reduction

5. Elevations

3 copies for any height variance request or if located in hillside area including 8½" x 11" reduction

6. Profiles/Sections of entire property (Hillside case only)

3 copies

7. Q Conditions/D limitations (if applicable)

8. Additional Information/Findings

Adjustment to Area, Yard, Height, Building Line, questions 1 through 5 on Special Instructions

Adaptive Reuse Specific Plan Findings

9. Environmental Clearance

Categorical Exemption

Environmental Assessment Form

EIR

E. STAFF REQUIREMENTS

1. Assign Case Number

Blue folder

Stamp all documents

Give posting instructions to applicant

2. Application Acceptance

Receipt issued

Application receipted (back page)-5 acres or less or more than 5 acres

Fill in top of application

Store everything in folder and rubber band

3. Review by Cartography staff (if required)

Initial _____

Legal description sign off, plot plan

Net area for fee computation (needed if more than 5 acres)

4. Review by supervisor or designee

Initials _____

Date _____

Date:

Stop letter

Material received

Follow-up stop letter sent, if required

APPLICATION DEEMED COMPLETE AND FILED

To case tracking

Case delivered

