



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

PLANNING & BUILDING DEPARTMENT  
240 TAMAL VISTA BLVD., STE. 110  
CORTE MADERA, CA 94925

## MINOR VARIANCE SUBMITTAL REQUIREMENT CHECKLIST

---

### Address of Project Site

#### Purposes and Authorization

“**Variance**” refers to the administrative process by which an applicant may apply for relief from a strict interpretation of a specified requirement of the Town Zoning Ordinance. The Planning Commission or Zoning Administrator may grant a variance as it was applied for or in modified form, if on the basis of the application and the evidence submitted, the Planning Commission or Zoning Administrator makes all of the findings for a variance as required by [Section 18.28.060](#) of the Corte Madera Municipal Code.

#### Variance Type

The following are considered **Minor Variance** types, and may be reviewed by the Zoning Administrator:

- Front setback;
- Rear setback;
- Side setback;
- Side setback (street side);
- Building Lot Coverage (maximum %); and
- Required off-street parking and loading spaces

*Note: The Zoning Administrator may refer to the Planning Commission a minor variance that involves a significant policy question or substantial public controversy*

#### Application Requirements

Project plan sets shall have a uniform sheet size, with each sheet no larger than 24” x 36”.

- Eight (8) copies of all plans are required for items referred to the Planning Commission.
- Four (4) copies of plans are needed for Variance applications reviewed by the Zoning Administrator.

The following project elements must be submitted for a Minor Variance application to be accepted as complete:

**1. Completed Variance Submittal Checklist**

A copy of this checklist with a **checkmark next to each item submitted** is required.

Any item marked as “Not Applicable” by the applicant must be substantiated in writing to the satisfaction of the Planning Director as not being pertinent to the application, or the application will not be accepted.

**2. Variance Application**

- All items listed in the “Application for Development Review” completed;
- Application signed by owner; or the authorized agent of owner with a letter of approval from the property owner stating that said agent may act on owner’s behalf; and
- Variance filing fee submitted with application.

**3. Required Findings (PLEASE INCLUDE RESPONSES ON A SEPARATE ATTACHMENT)**

The following required findings must be made the Town in order to grant any variance. Please respond in writing to each required finding as fully as possible. If more than one variance is requested, then each request should be listed separately:

- Finding 1 – Explain how there are special circumstances applicable to the property, including size, shape, topography, location or surroundings, that do not apply generally to other properties in the vicinity and under identical zone classification.
- Finding 2 – Explain how because of these special circumstances, the strict application of the Town Zoning Ordinance will result in practical difficulty and unnecessary physical hardship and will deprive the property of privileges enjoyed by other properties in the vicinity and under the same zone classification.
- Finding 3 – Explain how the variance or adjustment will not constitute a grant of special privilege and is consistent with the limitations upon other properties in the vicinity and under identical zone classification.
- Finding 4 – Explain how the granting of the variance or adjustment will not be detrimental to the public welfare or injurious to other property in the territory in which the property is located.
- Finding 5 – Explain how the variance is consistent with the objectives of the Town Zoning Ordinance and with the Corte Madera General Plan.

The following are additional required findings for variances to off-street parking regulations. Respond as not “Not Applicable” if application is not for a parking variance.

- Finding 6 – Explain how neither present nor anticipated future traffic volumes generated by the use of the site or the uses of sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specified regulation.

- Finding 7 – Explain how the granting of the variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on the streets.
- Finding 8 – Explain how the granting of the variance will not create a safety hazard or any other condition inconsistent with the objectives of the zoning ordinance.

#### 4. Vicinity Map

- Show all adjacent properties and nearby streets within a 300-foot radius around the project site, drawn at an appropriate scale.
- Item Not Applicable* (please explain \_\_\_\_\_)

#### 5. Site Plan

- All Site Plans shall be drawn at a scale of 1/8" = 1'-0" or larger; have a uniform sheet size no larger than 24" x 36"; and include the date, north arrow, and scale.
- Project Data Table — Provide for applications involving additional square footage: Total Lot Area, Number of Parking Spaces (existing & proposed), and Gross Floor Area of all structures on site (existing & proposed).  
For residential properties, indicate Lot Coverage (existing & proposed); whereas  
For commercial properties and R-1 and R-1-A properties, indicate Floor Area Ratio (existing & proposed);
- Include dimensioned property lines for the project parcel;
- Show the location of required front, side, and rear yard setbacks for project parcel;
- Show the footprint of existing and proposed structures on site. Crosshatch those areas of the proposed building that will encroach into required setback areas;
- Show the footprint of all structures on properties adjoining the project parcel;
- Show the location of adjacent street rights-of-way, identified by name, and any on-site easements;
- Show the location of off-street parking areas, with dimensions;
- Show the location of all trees with trunk diameters of four (4) inches or more at ground level;
- Show topographic contours at intervals of not more than five feet (contours may be based on an assumed datum);
- Show the location of existing and proposed walls, fences, driveways, etc. on site;
- Site Plans Item(s) Not Applicable* (please explain \_\_\_\_\_)

#### 6. Building Elevations

- All building elevations shall be drawn at a scale of 1/8" = 1'-0" or larger, and include both existing and proposed building elevations;

- Indicate exterior materials and colors - including roofing, siding, and windows;
- Show all building heights measured from the highest point of the ridge of the roof to the finished grade;
- Show the design and location of all proposed exterior signs and lighting; and
- Item(s) Not Applicable* (please explain \_\_\_\_\_)

**7. Property Line Survey**

- A property line survey is required for all variance requests to the required front, side, and/or rear yard setback. [The extent and scope of any required survey shall be as determined by staff, based on the specific variance(s) requested].
- Item Not Applicable* (please explain \_\_\_\_\_)

**8. Additional Information**

- Any other information which may be required by the Planning Commission, Zoning Administrator or Planning staff to make the required Variance findings, such as:  
\_\_\_\_\_
- Any other information the applicant considers relevant to this application, such as:  
\_\_\_\_\_

***During the process of analyzing the application and/or during the variance hearing, additional information and/or materials may be required by the Zoning Administrator, Planning Commission, or staff to clarify the application elements.***

***Story poles may be required at the discretion of staff. For installation requirements, see "Story Pole Information and Requirements" handout.***

I have read and understand my obligations regarding the information necessary for a complete Variance application to be reviewed by the Planning Commission or Zoning Administrator of the Town of Corte Madera:

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Type or Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address of Project Site

\_\_\_\_\_  
Date of Signature