



CITY OF EL PASO DE ROBLES

APPLICATION SUBMITTAL CHECKLIST FOR VARIANCE, WAIVER & STREET ABANDONMENT

1000 Spring Street
Paso Robles, CA. 93446
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To: Variance, Waiver, and Street Abandonment Applicants

This checklist is provided as guide to use when putting together your submittal package. To minimize delays, we recommend calling the Planning Division at 805-237-3970 to schedule an appointment with a Planner to review your package.

- 1. **COMPLETED APPLICATION FORM:** To include the property owner's signature
- 2. **PROJECT DESCRIPTION:** To include a brief written summary describing the project
- 3. **DEPOSIT:** Submit the applicable deposit (per adopted Fee Schedule): \$600.00 for Variance, Waiver and Street Abandonment Applications.
- 4. **ADDRESS LABELS:** Public notices are to be mailed in advance of any public hearing. The applicant may contact a Title or Data Company to have 300-foot radius labels prepared, or may prepare them him/herself by looking up the information at the County Assessor's Office.

- a. **Two (2) sets of typed mailing address labels** which include addresses of property owners within a 300 feet radius of the exterior property lines of your project site as per the latest County Assessor's Tax Rolls. See example below for APN 009-755-053. The first three numbers are the APN Book, the second three indicate the page, and the last three indicate the parcel.



009-755-083 John and Jane Doe 634 Main Street Anytown, CA 93000
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- b. Include **four (4)** labels each for the property owner of the site, and the applicant and representative (if any).
 - c. Signed "Certified Property Owners List," 300-foot radius labels, labels for property owner/representative (3 sets of labels)
- 5. **A SITE/PLOT PLAN** To include North arrow, vicinity map and scale on a plot plan, or assessors parcel map or plans filed for building permits (8.5 x 11 plan is preferable)