



City of San Marino

2200 Huntington Drive
San Marino, CA 91108
(626) 300-0711

**APPLICATION FOR
MINOR EXCEPTION**

Application Fee \$145.00

Application No. _____

Date: _____

APPLICATION FOR MINOR EXCEPTION

NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____

LOCATION OF PROPERTY INVOLVED: _____

LEGAL DESCRIPTION: _____

ZONE: _____ AREA DISTRICT: _____

**PURSUANT TO THE PROVISIONS OF THE SAN MARINO CITY CODE, APPLICATION IS
HEREBY MADE FOR A MINOR EXCEPTION OF THE FOLLOWING:**

**IN ACCORDANCE WITH ACCOMPANYING PLANS WHICH ARE MADE A PART OF THIS
APPLICATION.**

Applicant's Signature

(over)



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REQUIREMENTS FOR MINOR VARIANCE

1. Application properly filled out and filed with the Director of Planning and Building.
2. Information required:
 - a. A plot plan and description of the property involved, plans and descriptions of the proposed use of the property with ground plans and elevations for all proposed buildings.
 - b. A reference to the provisions to the code section from which said property is to be exempted.
3. The property owners of all property adjacent to the proposed use and/or development shall be notified by letter.
4. The decision of the Planning and Building Director shall be made 15 days after the adjacent property owners have been notified and no later than 30 days after the complete application is received. Notice of the Director's decision shall be sent to all persons who responded to the original notice.
5. The applicant or any person who is dissatisfied with the action of the Director's decision may, within a 15 day period after the date the decision is made, file an appeal with the Planning Commission.
6. No permit shall be issued until the action of the Director of Commission is final.
7. Any use authorized by Minor Exception shall become null and void if unused, abandoned, or discontinued for a one (1) year period.

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FOR OFFICE USE ONLY

DATE FILED: _____

FEE PAID: \$ _____

RECEIPT NO.: _____

REQUIRED ACTION DATE: _____

DECISION OF PLANNING AND BUILDING DIRECTOR: _____

DATE: _____