



# City of San Marino

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

# PLANNING COMMISSION HEARING

\_\_\_\_\_  
PROJECT ADDRESS

\_\_\_\_\_  
APPLICATION NUMBER

\_\_\_\_\_  
OWNER'S LAST NAME

## APPLICATION FOR PLANNING COMMISSION HEARING

### APPLICATION FOR:

Variance	_____	Lot Line Adj.	_____	Rezone	_____
Conditional Use	_____	Subdivision	_____	Modification	_____

### INSTRUCTIONS TO APPLICANT:

- Applications will be placed on the first available agenda on a “first come, first serve” basis.
- A plot plan, floor plans, elevations, a plan information sheet and other required plans shall accompany this application as required by City staff (eight (8) copies, fan folded).
- Filing fees (non-refundable):**  
The following fees shall be deposited with the Secretary of the Planning Commission at the time of filing each such application:

(a) Variance

Minor	\$1,260.00
Major	\$2,450.00

(b) Conditional Use Permit

Minor	\$1,420.00
Major	\$3,165.00

(c) Subdivisions\*

3-4 Lots	\$2,715.00 plus \$2,000.00 deposit
5+ Lots	\$5,000.00

(d) Rezone/Boundary Change

\$5,000.00

(e) Lot Line Adjustment

\$295.00 plus \$2,000.00 deposit

(f) Modification to Variance/Conditional Use Permit

\$955.00

**NOTE: A fee of \$65.00 will be added if applicant does not provide radius map and ownership list.**

**\*ADDITIONAL COST FOR CITY ENGINEER'S TIME**



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## Calculation of Planning and Design Review Fees

For up to three conditional use permit, variance and/or design review applications for a single project to be processed concurrently, the fee collected shall be the fee required for the single highest application. For more than three such applications, the fee collected shall be the cost as provided, plus the cost for each additional individual application.

**Please complete the following:**

1. **Date:** \_\_\_\_\_

2. **The undersigned applicant(s) is (are) the owner(s) of property located at:**  
\_\_\_\_\_

3. **And legally described as follow (Lot No., Block No., Tract No.):**  
\_\_\_\_\_  
(legal description may be attached separately if necessary)

4. **State in your own words:**

a. **The use (or improvement) you intend to make to the above described property:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. **The provisions or restrictions of the code which prompts the need for this application:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **I (we) certify or declare under penalty of perjury, that the foregoing is true and correct\*.**  
**I (we) also understand that in submitting this application that I (we) am (are) to expect City officials to conduct exterior inspections of my (our) property.**

**Signatures of all owners of record of the property herein described:** \_\_\_\_\_  
\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Owner's Phone Number (Home):** ( \_\_\_\_ ) \_\_\_\_\_

**Owner's Phone Number (Work):** ( \_\_\_\_ ) \_\_\_\_\_

**Agent's Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Agent's Phone Number:** ( \_\_\_\_ ) \_\_\_\_\_

**\*The verification form being signed under penalty of perjury does not require notarization.**



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## FOR OFFICE USE ONLY

**DATE FILED:** \_\_\_\_\_ **PUBLIC NOTICES MAILED:** \_\_\_\_\_

**AMOUNT PAID:** \_\_\_\_\_ **PUBLISHED:** \_\_\_\_\_

**RECEIPT NO.:** \_\_\_\_\_

**GRANTED** \_\_\_\_\_

**SUSTAINED** \_\_\_\_\_

**DISPOSITION:**

**APPEAL:**

**DENIED** \_\_\_\_\_

**REVERSE** \_\_\_\_\_

**CONDITIONS** \_\_\_\_\_

**CONDITIONS** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_