



CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

Minor Deviation Application Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.
2. **Application Fee:** \$97.
3. **An Assessor's Parcel map** show the subject property with all property lines and shall be drawn to scale.
4. **Three (3) prints of the plot plan.** A plot plan is a drawing showing the layout of your project. A sample of a plot plan is attached to this application packet that shows examples of the items that must be shown on a site plan. (PDF version shall also be emailed to tristan@weplancities.com, soneal@exetercityhall.com, and hrobello@exetercityhall.com)

The plot plan must show the following information:

- Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.
- Buildings and Structures.** Location, size, height and proposed use.
- Yards** and spaces between buildings
- Walls and fences:** show location, height and material

PURPOSE

The purpose of this chapter is to provide a mechanism whereby the Planning Director can grant minor deviations from district regulations. A minor deviation may be granted up to 10 percent of the district regulations and up to 20 percent for setback distances. Any minor deviation that exceeds the deviation percentage explained above shall be processed as a variance consistent with the regulations detailed in Chapter 17.50 Variances.

Minor deviations shall only be granted when practical difficulties, unnecessary hardships and conditions inconsistent with the purpose and objectives of this Ordinance may result from the strict application of certain provisions of this Ordinance. The granting of a minor deviation and its associated conditions shall not constitute a special privilege inconsistent with the limitations on other properties in vicinity and in other like districts in Exeter.

FINDINGS

The Planning Director shall prepare a report on the minor deviation application and shall review the following findings with regard to a minor deviation.

- A. There are special circumstances applicable to the property, including size, shape, topography, location or surroundings, and unclear property lines, where the strict application of this Ordinance deprives such property right possessed by other property in the same vicinity or other properties that have the same district classification.
- B. That granting a minor deviation is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or other properties that have the same district classification.
- C. That granting the minor deviation will not be materially detrimental to the public health, safety or welfare, or injurious to the property or improvements in the vicinity and district in which the property is located; and
- D. That granting the minor deviation does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and district in which the property is located.

What is a Plot Plan?

A Plot Plan is a scale drawing that shows the size and configuration of your property and the size and location of existing and proposed improvement features, such as buildings, driveways, sidewalks, etc. on the property.

A Plot plan shows both what currently exists and what physical changes you wish to make.

When Do I Need to Draw a Plot Plan?

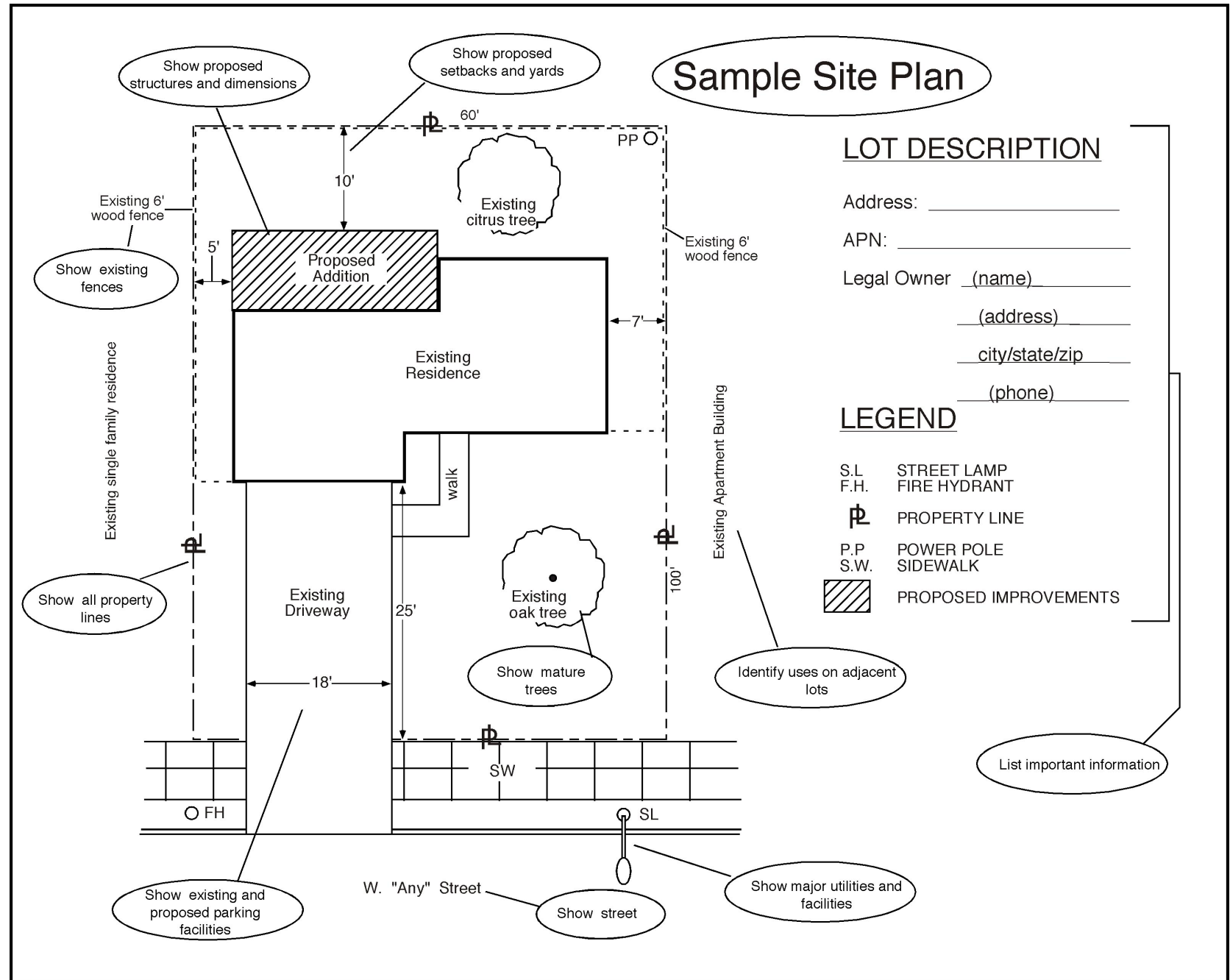
Plot Plans are required to accompany most applications that you will make to the City in order to get approval to change how your property is used. A Plot Plan is often used in conjunction with Site Plan Review, Conditional Use Permits and Variances.

What Items Are to Be Shown on a Plot Plan?

The sample plot plan to the right shows key information that should be shown. In general, a Plot Plan should show the following information:

1. Name and address of the owner of the property.

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2. Show Assessor Parcel Number (APN) of subject property. The APN can be obtained at City Hall or the County Assessor's office.
3. Address of the property (if different than the owner's address).
4. The location and dimension of existing and proposed building improvements. Show setbacks to all adjacent property lines.
5. The location and dimensions of all parking areas and driveways (existing and proposed).
6. Identification of adjacent streets (by name), alleys or other adjacent public property.
7. Any easements that cross the property or other pertinent legal features.
8. A north arrow and scale. Scale should be engineering style (e.g. 1" = 10 feet, for example).
9. Existing property lines and property easements.
10. Dimensions showing front, side and rear yard setbacks, size of structures, paving, porches and decks, as applicable.

11. Identification of what work is to be done, including the changes that are proposed to the physical features of the site or existing structures.
12. A vicinity map showing where the subject site is located in relation to streets and landmarks.
13. Show location of underground utilities, if known.
14. Plot plan should be shown at the largest scale possible.

The plot plan example shown on this brochure is for relatively simple projects. New multi-family, commercial or industrial projects typically require more detailed plans. The City has examples of site plans that it can share to illustrate what is required for these kinds of projects.

For more information on Plot Plans as well as general planning and zoning information, please contact Exeter City Hall at (559) 592-5558.

City of Exeter
 137 N. F Street
 Exeter, CA 93221

Collins & Schoetter Planning Consultants 11/20

How to Draw a Plot Plan



This informational brochure explains a plot plan, how to draw one and when it is needed. Additional information regarding planning and zoning issues can be obtained by contacting Exeter City Hall.

Exeter City Hall
 137 N. F Street
 Exeter, CA 93221
 (559) 592-5558



CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

559-592-9244

APPLICATION NUMBER: Clerk Use Only

Minor Deviation Application

Please type or print clearly in ink. Incomplete applications will be returned.

The application will not be processed until the fees and any applicable address labels have been received by the City. If submitting form online, fees can be paid by check only. Mail check — payable to "City of Exeter" at ATTN: Planning Department, PO Box 237, Exeter, CA 93221. Please include a copy of the completed application form with the check.

Applicant

Applicant No. 2 (if more than one applicant)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Property Owner (if different from applicant)

Agent (engineer/surveyor)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Project Address or legal description: _____

Assessor Parcel Number: _____

Existing use of project site: _____

What is the Zoning? _____

What zoning standard does the applicant wish to deviate from: _____

What is the zoning classification on the site: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

Owner/Applicant Date

Agent Date

Print Name

Print Name