



ADJUSTMENTS

An Adjustment entitlement allows for minor adjustment to development standards set forth in the Zoning Ordinance, subject to review and approval by the Community Development Director. Adjustments to adopted standards apply to limited special circumstances where discretionary review is warranted, but the situation does not meet the requirements of a Variance based on physical hardship. Adjustments may be applied as specified under Vacaville Municipal Code (VMC) Section 14.09.310.020. All other requests beyond these standards would require a Variance. In approving any Adjustment, the decision maker must make findings of fact as specified under VMC Section 14.09.310.050.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Project Description

A written letter explaining the requested adjustment and how the project meets the required findings.

Exterior Elevations

Three (3) copies of accurately drawn elevations are required. Plans must show existing and proposed structure(s). All sides of each structure shall be shown, noting materials, treatment, colors, and details.

Plot Plan

Three (3) copies of an accurately drawn plot plan (minimum 1" = 20') are required. Plans shall delineate the following:

1. North arrow, scale, date and zoning designation.
2. Name and phone number of person preparing the plan.
3. Parcel dimensions.
4. Name and width of adjoining streets.
5. Location of existing structures, trees (noting trunk size), landscaping, and fencing. (Show those to be removed in dashed lines), and the outline of second story, if applicable.
6. Location of proposed structures, parking areas, driveways, and landscape areas including dimensions and distance to property line, and any off-street parking to serve the project.
7. Location of water and sewer service laterals.
8. Drainage courses such as swales and direction of flow.
9. Frontage Improvements (sidewalk, driveway cuts, fire hydrants, etc.)
10. Sloped areas and retaining walls, if applicable.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **400 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.