CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
MINOR EXCEPTION

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	**DATE DEEMED COMPLETE**	**CHECKED BY**	**CASE NUMBER**

Applicant	City	REQUIRED ITEMS	
☐	☐	1.	Completed planning application form. Payment in full of applicable fees for processing the application.
☐	☐	2.	Two (2) sets of typed, gummed labels on 8-1/2" X 11" sheets listing the names, addresses, and assessor's parcel number of all **property owners** within a radius of **300 feet** of the **exterior boundaries** of the subject property, along with copies of the applicable assessor's parcel map book pages.
☐	☐	3.	Statement of the precise nature of the exception requested and the hardship or practical difficulty that would result from the strict interpretation and enforcement of this ordinance.
☐	☐	4.	Such sketches, drawings, diagrams, or photographs that may be necessary to clearly show applicant's proposal.
☐	☐	5.	Additional information as required by the Community Development Director.
☐	☐	6.	Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.