



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

# VARIANCE INFORMATION SHEET

California Government Code Section 65906 establishes the authority of the City to grant variances to the development standards and provisions of the Zoning Code in cases where, because of special circumstances applicable to the property, the strict application of the Zoning Code deprives such property of privileges enjoyed by other property in the vicinity and under identical land use zones.

### APPLICABILITY

- A. A variance application shall be filed whenever any deviation from the development standard provisions of the Zoning Code is proposed, including, but not limited to, those standards related to height, lot area, yards, open spaces, setbacks, lot dimensions, signs, and parking.
- B. Variance may not be approved for uses or activities not otherwise expressly authorized by the Zoning Code. A variance is not a substitute for a zone change, zone text amendment, or conditional use permit.
- C. Financial hardship does not represent grounds on which to file a variance application.
- D. Variances to use provisions of the Zoning Code are prohibited.

The Zoning Administrator is empowered to grant and deny applications for Variances and to refer cases to the Planning Commission and City Council. If the variance request, however, accompanies another development case to be reviewed by the Planning Commission, the Planning Commission will also review the variance. For variances in any zone where signatures of adjacent property owners have been obtained, no public notices, comment period, or appeal period is required.

### APPLICATION PROCESSING

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Refer to flow chart forms found in Article IX of the Zoning Code, Chapter 19.720 – Variance.

### PLANNING FEES

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See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

### REQUIRED ITEMS FOR FILING

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. **If the plans are**

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not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

Use the checklist to ensure your project includes all of the required elements:

- One (1) copy of the completed General Application form.**
- One (1) copy of the most recent Grant Deed**  
A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- One (1) copy Hazardous Site Review Questionnaire**
- One (1) copy Hazardous Materials Questionnaires**
- One (1) copy of Variance Justification Form** for each variance requested.  
Variance justifications must be based on characteristics unique to the property and may not be based on economic conditions.
- One (1) original copy of signature sheet and plot plan with adjacent property owner signatures.**  
For most Administrative Variance applications you may secure written approval for your proposal from the owners of all properties immediately adjacent to and directly across the street from the subject property on the sheet provided in this packet and also on the plot plan. If the written approval cannot be obtained, adjacent property owners will be notified of the variance request.
- Two (2) copies of the Plot Plan**  
Plans should include the following:
  - a. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot or other appropriate scale).
  - b. The boundaries of the property, with all dimensions, and square footage of the lot.
  - c. The location and dimensions of all existing and proposed buildings, structures, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
  - d. Square footage of dwelling (including garage), covered patio, location of windows, door, or other openings, or mechanical equipment (such as air conditioners) in the required setback, if applicable.
  - e. Parking lot layout and circulation showing dimensions of parking spaces and driving isles, whenever applicable.

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- f. Walls, fences, walkways and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
- g. Dimensioned setbacks.
- h. Dimensioned Property Lines.
- i. Widths to centerline of existing streets, highways, alleys and other public right-of-way. *Please check with the Public Works Department to determine if additional right-of-way will be required for your project.*
- j. Easement locations (if any).
- k. Adjacent streets and street names.
- l. Sidewalks.
- m. Names, addresses, and phone numbers of architect or designer or engineer or applicant and legal owner.
- n. Any other drawings, photographs, or information that may be requested or that the applicant may wish to submit in support of this case.
- o. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback should be included on the plans, if applicable. *Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study and may require that the case be delayed to accommodate the review.*
- p. Grading information as described under the grading section of this handout and in the "Environmental Review of Grading Plans Information Sheet," if applicable.

- Any proposed signs require a separate Design Review application.
- Two (2) copies of Building Elevations , if applicable.
- Two (2) copies of Floor Plan, if applicable.

Indicate all structures, square footage, dimensions and uses of all rooms, locations of windows, doors or other openings, or mechanical equipment, disabled access, restrooms, and square footage of indoor play area.

#### Additional Materials

Technical Studies for noise, traffic, parking, cultural resources, or other issues as may be required.

#### Height/story variances in the RC Zones

Aside from the filing requirements set forth above, any variance requests for extra building height/stories in the RC-Residential Conservation Zone must be accompanied by:

- Approved or proposed grading plans for the site.
- A Composite map clearly indicating the approved grading, including building pad elevations, on adjoining sites, or if no grading has been approved, the natural

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- topography of adjoining property. Additional information on grading for a larger surrounding area may be required.
- Street sections, where appropriate.
- Building elevations for proposed dwelling (in addition to required plot plans). Where split pads are proposed, building sections are required.
- If more than one lot is involved, the proposed building and height pad elevation for each lot shall be clearly identified. Separate Variance Justification Forms for each lot are required with justifications based on the unique characteristics of each industrial lot. Heights shall be justified based on relationships with surrounding lots and natural topography.
- Environmental Information Form.

## WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.
- With the exception of Rezonings, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.

3900 Main Street – Third Floor, Riverside, CA 92522

Phone: (951) 826-5371 / Fax: (951) 826-5981

[www.riversideca.gov/planning](http://www.riversideca.gov/planning)