



**RANCHO
CUCAMONGA**
Planning Department
(909) 477-2750

**CHECKLIST FOR
VARIANCE**



Variations may be granted by the Planning Commission when special circumstances such as lot size, shape, topography, location, or surroundings create a hardship because the strict application of the Development Code would deprive the property of privileges enjoyed by other properties in the same district. Variations may be approved with respect to the following types of development requirements, but in no case can a Variance be granted to a Use regulation:

- | | |
|---|---------------------|
| Parking and Loading Space Requirements | Landscaping |
| Street Setback Requirements | Screening |
| Yard Requirements | Lot Coverage |
| Area Requirements | Open Space |
| Height Requirements | Fence/Walls |

For a description of the review process, please refer to *The Development Review Process*, a booklet available from the Planning Department.

SECTION 1: Filing Requirements

- 1. *Uniform Application Parts 1 and 3.*
- 2. *One site plan, drawn to scale on a 8-1/2" x 11" format, indicating the subject property, surrounding land uses, and the proposed Variance. (See attached example).*
- 3. *A written justification outlining the reasons for the Variance and how this Variance is compatible with the surrounding area.*
- 4. *Public Hearing Information as follows:*
 - Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. **Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.***
 - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 660-foot radius drawn around the property as shown in the attached example.*

SECTION 2: Filing Fees

- Variance..... See current fee list.*

SECTION 3: Findings – before granting a Variance, the Planning Commission must make all of the following findings.

- a. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this code;
- b. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties in the same zone;
- c. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone;
- d. That the granting of the Variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zone;
- e. That the granting of the Variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.

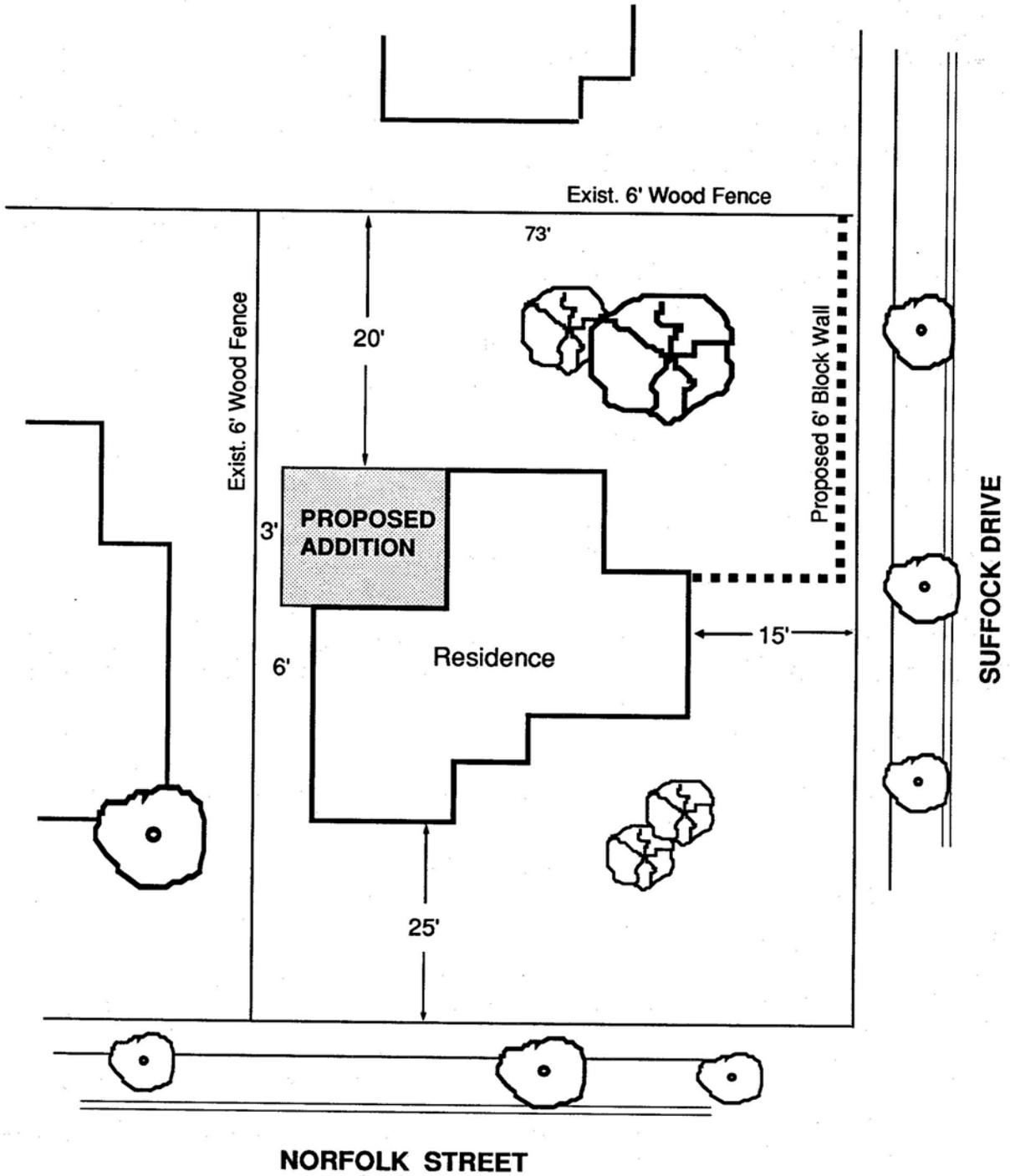
Parking: The Planning Commission may grant a Variance in order that some or all of the required parking spaces be located off-site, including locations in other local jurisdictions, or that in-lieu fees or facilities be provided instead of the required parking spaces, if **both**, the following conditions are met:

- a. The Variance will be an incentive to, and a benefit for, the non-residential development.
- b. The Variance will facilitate access to nonresidential development by patrons of public transit facilities, particularly guide way facilities.

SECTION 4: Approval Process

1. Notification: Prior to consideration of a Variance, the Planning Director shall cause notice to be mailed to all property owners within a 660-foot radius, and by publishing notice in the Inland Valley Daily Bulletin newspaper, at least 10 days prior to the public hearing.
2. Public Hearing: The Planning Commission shall conduct a hearing to consider the facts and to receive public testimony concerning the proposed Variance.
3. Action by Planning Commission: Following conclusion of the public hearing, the Planning Commission may (1) grant approval as requested by the applicant, (2) grant approval in a modified form, (3) continue the item (usually for the purpose of further research), or (4) deny the Variance. If approved, the Planning Commission may impose conditions.
4. Effective Date: The decision of the Planning Commission shall be effective after a 10 calendar day appeal period.
5. Appeals: If appealed, the matter will be scheduled for City Council public hearing, and re-noticed.

SAMPLE



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