



VARIANCE CHECKLIST

Per RCMC 17.20.030, Variances 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. Variances may not be granted to a Use regulation, but may be approved with respect to the following types of development requirements:

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

SECTION 1: Filing Requirements

- 1. Variance Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Signed Property Owner Declaration Form (attached). Please upload the signed Property Owner Declaration Form to our Online Permit Center.
- 3. Signed Hazardous Waste Site Statement (attached). Please upload the signed Hazardous Waste Site Statement to our Online Permit Center.
- 4. 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). Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 5. A written justification outlining the reasons for the Variance and how this Variance is compatible with the surrounding area. Please upload this document to our Online Permit Center.
- 6. Filing Fees (See Section 2).

SECTION 2: Filing Fees

- Variance.....See current fee list.
- Public Noticing (Staff Time).....See current fee list.
- Public Noticing (Advertising).....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:

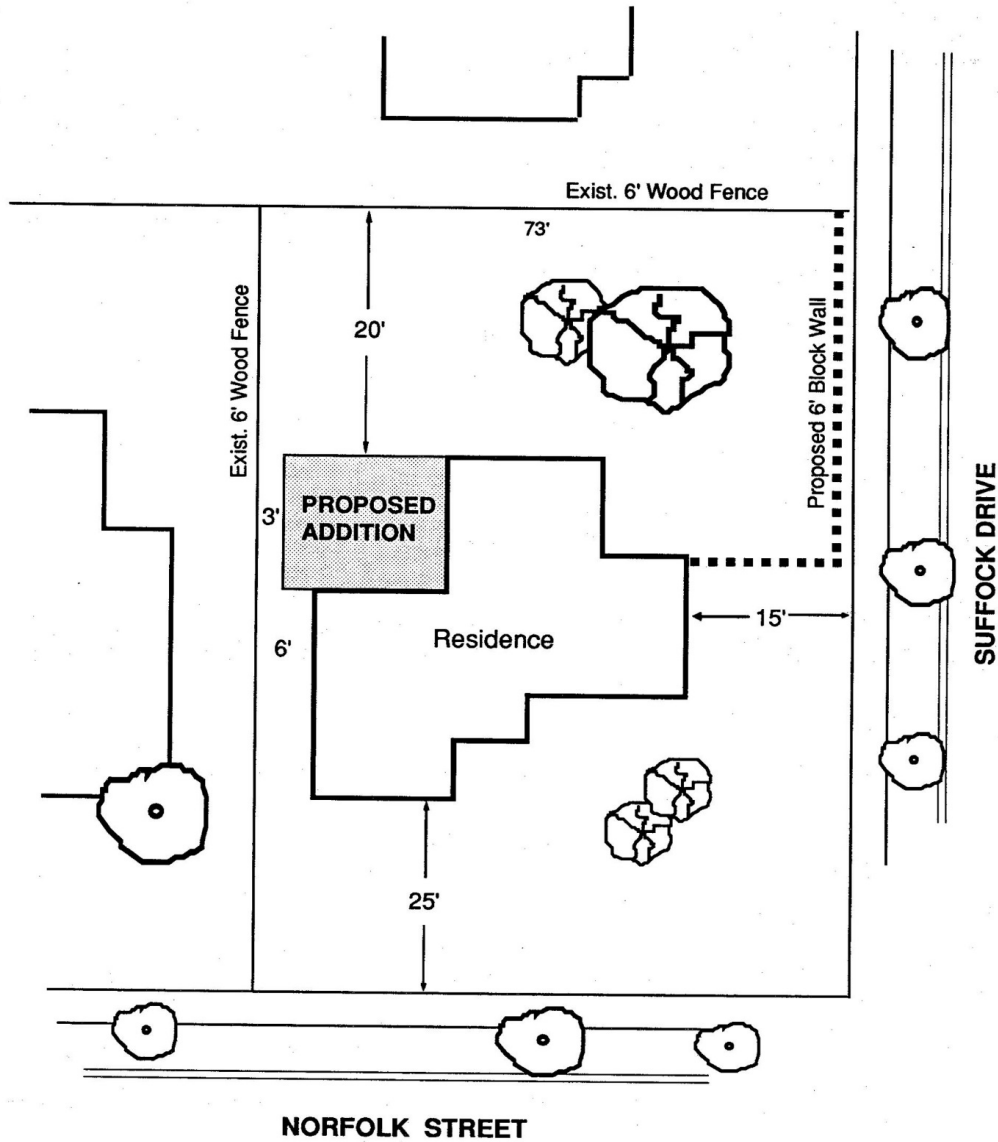
- a. The Variance will be an incentive to, and a benefit for, the non-residential development.
- b. The Variance will facilitate access to nonresidential development by patrons of public transit facilities, particularly guide way facilities.

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



Lee Clegg
12012 Norfolk
987-2915
APN: 227-282-09



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	RELATED FILES:
Address:	
Phone Number:	
Email:	

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the City of Rancho Cucamonga of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site (attached) by the Office of Planning and Research, State of California (OPR).

I have also been informed by the City of Rancho Cucamonga that, as the date of executing this statement, OPR has not yet compiled and distributed a list of hazardous waste site as required by said Section 65962.5.

I am informed and believe that the proposed site for which a development application has been submitted is not within an area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant: _____

Date: _____



CITY OF RANCHO CUCAMONGA

There are facilities in the City and its SOI that handle hazardous materials and are listed on various databases for hazardous materials. These facilities are listed below by location and/or ownership.

- 6th Street/Hellman Avenue
- 9805 6th Street, Suite 104, Brownwood Furniture Incorporated
- 9810 6th Street, Hartwell Corporation
- 12150 6th Street, Mobil Oil Corporation
- 8477 Archibald Avenue
- 9393 Arrow Highway, Intermetro Industries Corporation
- 11200 Arrow Highway, Steelscape Incorporated
- 11711 Arrow Highway, Schlosser Forge Company
- 12167 Arrow Highway, Soil Treatment, Rancho Cucamonga
- 12281 Arrow Highway, Parallel Products of California
- 12281 Arrow Highway
- 12451 Arrow Highway, CMC Fontana Steel
- 12455 Arrow Highway, Ameron International
- 12455 Arrow Highway, Ameron International Concrete and Steel Pipe GRP
- 12459 Arrow Highway, Tamco
- 12459 Arrow Highway A, TI Wire
- 9133 Center Avenue, Metal Coaters of California, Incorporated
- 8939 Etiwanda Avenue, Sterling Can Corporation
- 8996 Etiwanda Avenue, Generating Station, Etiwanda
- 9082 Foothill Boulevard, Unocal #6972
- 12549 Foothill Boulevard
- 5885 Haven Avenue
- 7211 Haven Avenue, Terra Vista Cleaners
- 9060 Haven Avenue, Degussa Construction Chemicals Operations, Inc.
- 8613 Helms Avenue
- 8740 Hellman Avenue, Vacuum Metalizing Company, Inc.
- Arlon Materials for Electronics Division
- 9433 Hyssop Drive
- 8786 Industrial Lane
- 8875 Industrial Lane, Western Metal Decorating Company
- 10667 Jersey Boulevard, Robert Manufacturing Company
- 11000 Jersey Boulevard, PAC Rancho, Incorporated
- 11155 Jersey Blvd, Suite K, Precision Aerospace Corporation
- 11239 Jersey Boulevard, Rancho Cucamonga Fire Station #174
- 11266 Jersey Boulevard, General Latex and Chemical Corporation
- 11559 Jersey Boulevard, Mission Foods Rancho Cucamonga
- 10477 Lemon Avenue
- 6539 Milliken Avenue
- 8530 Milliken Avenue, Innovative Polymer Systems Incorporated
- 8075 Monet Avenue, Chevron 301784
- 9121 Pittsburg Avenue
- 9060 Rancho Park Court, Studio 1
- 9420 Santa Anita Avenue, Pacer Technology
- 11060 Tacoma Drive, Alshin Tire Corp
- Victoria Avenue/East Avenue, Etiwanda High School Expansion



ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> for permit applications.

For questions regarding the electronic submittal process, please email the Planning Department at Planning@cityofrc.us

ELECTRONIC SUBMISSION PROCESS

1. Initiate an Application

To get started, go to the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> and follow the links to create an [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account. Once you have created an [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account you will then apply for the appropriate application that matches the permit you are applying for by logging into your [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) user account and selecting "Create an Application" (a list of record types will appear for you to select from). For all planning applications, including Design Review (DR), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and then "Create an Application".

Complete the application per the fields on [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) and follow the instructions to upload plans under "Attachments." **The plans should be submitted in a single black and white pdf document. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will NOT be accepted. Do NOT submit individual sheets as separate multiple pdf documents.** For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), upload a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on page 2.

Once the application has been submitted, you will receive confirmation and be given a permit number. Staff will then be notified that an application has been submitted with an electronic plan submittal. Staff will then follow their internal workflow to review the plans / drawings and provide comments on the plans / drawings. If you have not been contacted within 2 business days, please email Planning@cityofrc.us.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) under the "record info" tab. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings are ready with corrections or have been approved. You will need to log on to [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) to download the plans / drawings with all comments.

Checking your application online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) will provide you with the latest status of your project review. You can check the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) 24/7 and we recommend checking online first prior to calling City Hall.

3. Resubmittals

If resubmittals are required, there will be a link located in the "Attachment" section labeled "Resubmit" for you to upload your new plans to the open record in the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter). **A complete set of any plans/ drawings that were revised must**



be uploaded, with all revisions clearly marked. Scanned plans will **NOT** be accepted. Do **NOT** submit individual plan sheets as separate PDF documents. If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through the [Online Permit Center](#).

4. Approval

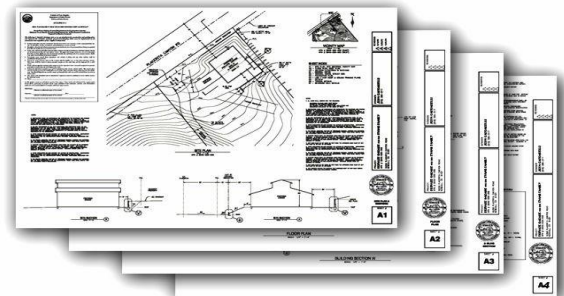
Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on [Online Permit Center](#).

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

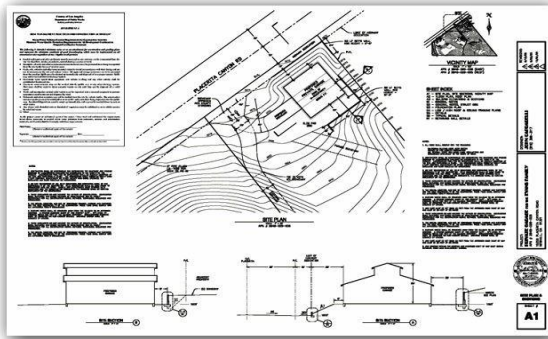
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

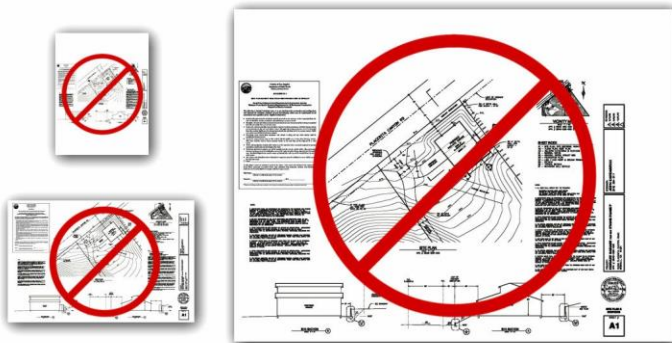
✓Correct

See "Formatting Q&A" on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

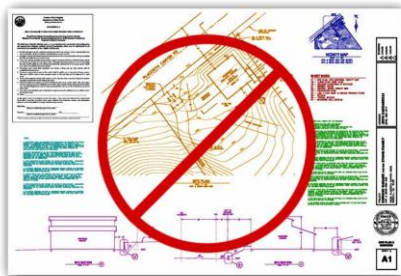


✓Correct

All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale, or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted

FORMATTING Q&A:

Question: Why does Rancho Cucamonga only accept PDF plans?



Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*

Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*

Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Question: *My PDF files are too big. What am I doing wrong?*

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).
- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify “compressed.”

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency “off” before plotting.