



*City of Calimesa Planning Department*  
**VARIANCE APPLICATION REQUIREMENTS**

**TO BE SUBMITTED WITH MASTER LAND USE ENTITLEMENT APPLICATION**

- Evidence of ownership of the property, or written permission from the owner to make the application.
- A statement of the specific provisions including the ordinance for which the variance is requested and the requested variance in detail.
- Fifteen (15) copies of a fully dimensioned plot and development plan drawn clearly to describe:
  - ✓ Physical dimensions of property and structures
  - ✓ Location of existing and proposed structures
  - ✓ Setbacks
  - ✓ Methods of circulation
  - ✓ Ingress and egress
  - ✓ Utilization of property under the requested permit

**REQUIREMENTS FOR APPROVAL**

No Variance shall be approved unless it complies with the following standards:

- ✓ The proposed adjustment must conform to all the requirements of the General Plan for the City of Calimesa and with all applicable requirements of the State law and the Ordinances of the City of Calimesa.
- ✓ A variance adjustment may not constitute a grant of special privileges that is inconsistent with the limitation upon other properties in the vicinity and zone in which the property is situated.
- ✓ A variance must be consistent with the protection of the health, safety and general welfare of the community.

**REVOCATIONS AND APPEALS**

1. A revocation exists upon one of more of the existing following findings:
  - (a) The use is detrimental to public health, safety or general welfare, or is public nuisance.
  - (b) The variance was obtained by fraud or perjured testimony.
  - (c) The use is being conducted in violation of the terms and conditions of the variance.
  - (d) The use for which the variance was granted has ceased or has been suspended for one year or more.
2. Notice of revocation: The notice of revocation is sent certified mail by the Planning Director to the owner of the property with the variance applies, as shown by the records of the Assessor of Riverside County.
3. Appeal to the Planning Commission within ten (10) calendar days after the date of the mailing of the decision by the Planning Director: An Appeal in writing may be made on the form provided by the Planning Department along with the appropriate filing fee. Upon receipt of a completed appeal, the Planning Director shall set the matter for hearing and mail notice thereof to the applicant and the appellant if the plot plan did not require a Public Hearing.