



## ***City of Calimesa Planning Department*** **VARIANCE SUBMITTAL PACKAGE REQUIREMENTS**

In order to apply for a Variance with the City of Calimesa, Planning Department the following information and procedures are necessary:

### **APPLICATION**

If the use of the variances sought also requires approval of a conditional or public use permit, pursuant to the land division ordinance, the two applications shall be filed concurrently.

Variance applications not requiring a conditional, public use permit or land division approval shall provide the following:

- (a) Name and address of applicant(s)
- (b) Evidence of ownership of the property, or written permission from the owner to make the application.
- (c) A statement of the specific provisions including the ordinance for which the variance is requested and the requested variance in detail.

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

The application shall respond in the narrative, to the necessary findings in Section 12-1014(copy attached).

### **REQUIREMENTS FOR APPROVAL**

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

1. 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.
2. 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.

3. A variance must be consistent with the protection of the health, safety and general welfare of the community.

### **ACTION TAKEN ON VARIANCES**

1. A Public Hearing shall be held on all variances. Notice of the time, date, and place of the Public Hearing shall be given.

### **APPROVAL PERIOD**

1. Any variance granted must be:
  - (a) Used within one (1) year from the effective date thereof, or;
  - (b) Used within such additional time as may be set in the Conditions of Approval, which shall not exceed three (3) years, or;
  - (d) If in connection with a land division, may be used during the same period of time that the land division approval may be used.

If no action is taken as described above, the variance is null and void.

2. Request for extension of time:
  - (a) If a variance is required to be used within less than three (3) years.
  - (b) Shall be made to the Planning Commission and filed with the Planning Director.
  - (c) Accompanied by a fee of **\$280.00**
  - (d) Within thirty (30) days of extension filing, the Planning Director shall review the application and make a recommendation thereon based on the findings submitted. The request will then be placed on the next regular agenda of the Planning Commission.
  - (e) An extension of time may be granted if the Planning Commission determines that valid reason exists for the applicant not using the variance within the required period of time.
  - (e) If extension is granted, the total time allowed for use of the variance shall not exceed a period of three (3) years, calculated from the effective date of the issuance of the variance.

### **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 and which a filing fee of \$280.00 shall accompany. 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.



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

**VARIANCE NO.** \_\_\_\_\_

Owners name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Parcel Number(s): \_\_\_\_\_

General Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

Lot Dimensions/ Acreage: \_\_\_\_\_

Note: If there is more than one person involved in the ownership of ht property that this application is prepared for, a separate page must be attached to this application, which lists the names and addresses of all persons having an interest in the ownership of the property.

**GIVE A DESCRIPTION/EXPLANATION OF THE REQUEST:**

SIGNATURE OF APPLICANT: \_\_\_\_\_

I HEREBY CERTIFY, under the penalty of perjury that I am the owner of the property for which this application is made and, in that capacity, have authority the above listed applicant to act on my behalf.

Dated at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Landowner

\*\*\*\*\***FOR CITY USE ONLY**\*\*\*\*\*

Application Recv'd by \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Amount Paid\$ \_\_\_\_\_