



# APPLICATION CHECKLIST

## VARIANCE

In order to deviate from the development standards required by the City of Citrus Heights Zoning Code, the applicant must be approved for a Variance by the Planning Commission. The Planning Commission must make certain “findings” regarding the Variance application. The findings are listed below.

- 1) The applicant has shown that strict application of the requirements of the Zoning Code would deprive the property of privileges enjoyed by other properties in the vicinity which are in the same zoning district because of special circumstances peculiar to the subject property. “Special circumstances” can include:
  - Size
  - Topography (slopes)
  - Surroundings
  - Shape
  - Location
  - Heritage or Landmark trees
- 2) The applicant has shown that granting a Variance would not constitute a grant of special privilege inconsistent with the limitations placed upon other properties in the vicinity, which are in the same zoning district.

### **Application Submittal Requirements**

- A) Completed Universal Application form
- B) The required processing fee (see fee schedule)
- C) One (1) copy of a detailed description of the proposed use
- D) A letter of justification that addresses the following:
  - The special circumstances of the subject property
  - Statement of reason of why the granting of this Variance would not constitute a special privilege

An electronic copy of all materials shall also be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

More information regarding Variances may be found in the City of Citrus Heights Zoning Ordinance sections 106.62.060. Please feel free to discuss your application with a member of the Planning Department by calling (916) 727-4740 or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

[www.citrusheights.net](http://www.citrusheights.net)



# UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

[www.citrusheights.net](http://www.citrusheights.net)

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) \_\_\_\_\_

Address of Project \_\_\_\_\_

Total Land Area \_\_\_\_\_ Assessor's Parcel #'s \_\_\_\_\_

Acreage, Gross Floor Area, No. of Living Units, (if applicable) \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

Application Entitlement Type(s): \_\_\_\_\_

## APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

### PROPERTY OWNER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### APPLICANT (print or type)

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

E-Mail \_\_\_\_\_

### DEVELOPER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Designated Primary Contact Person if Different than Applicant. (print or type)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail \_\_\_\_\_

<p>City Use Only:          Approving Authority: _____ Current Zoning _____          Date received: _____          Fees paid: _____          Receipt Number: _____          File Number(s) _____</p>
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