



APPLICATION CHECKLIST ADMINISTRATIVE VARIANCE (AV)

A request for an Administrative Variance requires approval from the Planning Manager and a public notice. Following the public notice, the Planning Manager may waive the requirement for a public hearing if none is requested. If a public hearing is requested, the Planning Manager shall schedule and notice the permit for public hearing by the Planning Commission. ***The applicant or the applicant's representative must be present at all public hearings to answer questions.***

An administrative variance may be considered to allow deviations from the Zoning Ordinance governing the application of development standards such as lot size, width, setbacks, area and height requirements thereof, up to thirty-five (35) percent of the development standard. Processing time is normally six (6) weeks however, it is dependent upon the number of similar requests before the City and the completeness of the application.

Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

Application Submittal Requirements:

- A) One (1) copy of the completed application form, with an ***address approved by City of Roseville Development Services Department - Addressing*** and all required **original signatures**.
- B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
- C) Fifteen (15) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 40') indicating:
 - Identify the standards for which the variance is requested
 - Property lines
 - Building setback lines
 - Existing and proposed buildings and other structures on site
 - Driveways and parking spaces (double striped). All parking spaces shall be individually numbered and handicapped spaces shall be designated.
 - All planted areas and areas to be planted (include location of existing trees)
 - Entrances, exits, and walkways
 - Accessibility requirements (as required by UBC and CDA)
 - Trash enclosures and other site improvements
 - Existing and proposed fencing
 - Existing easements and type
 - Street names
 - Project name
 - A vicinity map
 - North arrow and scale
 - Summary of project statistics including zoning, square footage by use and parking required and provided
 - One (1) 8 ½" x 11" reproducible copy
- D) Information which demonstrates each of the following:
 1. Special physical circumstances applicable to the property, including size, shape, topography, location or surroundings;
 2. The property would be deprived of privileges enjoyed by other property in the vicinity and under identical zoning;
 3. Approval of the variance would not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity in which the property is located; and
 4. Approval of the variance would not allow a use or activity which is not otherwise expressly prohibited and will not constitute a grant of special privilege inconsistent with limitations on other property in the vicinity and with identical zoning.
- E) Additional information as deemed necessary by the Planning Division.

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA