



City of Imperial Beach, California  
Community Development Department  
Planning Division  
825 Imperial Beach Blvd. Imperial Beach, CA 91932

## Variance

### Submittal Requirements and Checklist

The variance procedure is established to provide for reasonable use of a property having unique characteristics by virtue of its size, shape, topography, location or surroundings. The purpose of the variance is to bring a particular property up to parity with other property in the same zone and vicinity, insofar as reasonable use is concerned, it is not to grant any special privilege or concession not enjoyed by other properties in the same zone and vicinity. The variance may not be used to correct improper zoning. The granting of a variance is a discretionary act which allows a variation or departure from the strict application of the regulations, other than permitted use, of any particular zone. A Variance generally requires a public hearing before the City Council for approval. The application will not be considered for approval until all required information is submitted and deemed complete.

1.  Deposit in the amount of \$1,800
2.  Completed Discretionary Permit Application Package
3.  Provide a Statement of Justification with evidence and findings for the Variance Granting criteria per IBMC Section 19.84.050:
  - A. There are exceptional or extraordinary circumstances of conditions or hardships peculiar to the property including size, shape, topography, location or surroundings, that do not apply generally to the property in the same vicinity or zone. Hardships may include practical difficulties in development the property for the needs of the owner or tenant consistent with the regulations of the zone; but in this context, personal, family or financial difficulties, loss of prospective profits, and/or neighboring violations are not hardships justifying a variance;
  - B. The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same zoning district and the same general vicinity, and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his neighbors;
  - C. The granting of such variance will not be substantially detrimental to adjacent property and will not materially impair the purpose of this title or the public interest;
  - D. The granting of such variance will not adversely affect the general plan or the local coastal program. (Ord. 601 § 1, 1983)
4.  Completed Public Notice Package
  - i. A typed list containing the assessor's parcel number, name and address for all property
  - ii. Owners within a 300 foot radius, and all occupants within a 100 foot radius.
  - iii. Owner information shall be from the San Diego County Assessors Office latest equalized rolls.
  - iv. One (1) set of stamped envelopes with addresses of all owners and occupants listed above
  - v. One (1) set of mailing labels of the above owners and occupants
  - vi. One (1) set of self-addressed stamped envelopes for the applicant(s) and/or owner(s)
5.  Projects that are not categorically exempt from CEQA require a \$1,000 deposit