

VARIANCE

Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Variance application. 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 granting of a Variance is a discretionary act which allows for variation or departure from the established regulations, except for permitted use, of any particular zone. A Variance generally requires a public hearing before the City Council for approval. However an adjustment of up to ten percent of any development standard listed in the Imperial Beach Zoning Code, excluding density, parking and height requirements, may be granted Administratively (staff review only). A Variance application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. Deposit in the amount of \$1,800
2. Completed Discretionary Permit Application
3. Completed Ownership Disclosure Form
4. Completed Environmental Information Form
 Deposit in the amount of \$1,000, if not Categorical Exempt
5. Completed Public Notice Package
6. Ten (10) sets of plans, including a site plan, elevations, floor plans, and landscape plans when necessary, drawn to scale and fully dimensioned, indicating all information described on the Plan Requirements Checklist. All plans should be bound together and folded to 8.5"x11".
7. A reproducible reduction of all the above required plans including the site plan, elevations, and floor plans at 8.5" x11".
8. A Statement of Justification for the Requested Variance addressing the following required findings:
 - 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.
 - b. The requested Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone, and that a Variance, if granted, would not constitute a special privilege of the recipient not enjoyed by the adjacent property owners.
 - c. Granting the requested Variance will not be substantially detrimental to adjacent property and will not impair the public interest.
 - d. Granting of the Variance will not adversely affect the General Plan or the Local Coastal Program.
9. Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use.

Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.