

# 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 permit 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.*

- Deposit in the amount of \$1,800*
- Complete Discretionary permit Application*
- Complete Ownership Disclosure Form (found in the Discretionary Permit Application Package)*
- Completed Environmental Information Form (found in the Discretionary Permit Application Package)*
- Deposit in the amount of \$1,000, if not Categorically Exempt*
- Completed Public Notice Package (information found in the Discretionary Permit Application Package)*
- One electronic set 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.*
- A statement of justification for the Requested Variance addressing the following required findings:*
  - a. There are exceptional or 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 processed by other property in the same vicinity or 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 requesting 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.*
- Other plans and information as required by the Community Development Director necessary to describe, explain or illustrate the requested use.*

**City of Imperial Beach Community Development Department 825 Imperial Beach Boulevard, Imperial Beach, CA 91932  
619-628-0858 phone 619-424-4093 fax**