CITY OF CARLSBAD
**APPLICATION REQUIREMENTS FOR:**

## RECREATIONAL VEHICLE (RV) ADMINISTRATIVE VARIANCE

**RV Administrative Variance:** A variance granted by the Planning Director to allow a recreational vehicle (i.e. boat, trailer) to be parked in the required front yard setback area of a single-family residence that is located in a single-family residential zone. An RV Administrative Variance application is required whenever an applicant desires to park a recreational vehicle in a front yard setback. An RV variance may be approved as an administrative act by the Planning Director.

**Submitting your application:** Submit your application, plans and fees at the public counter of the Planning Department at 1635 Faraday Avenue, (760) 602-4610. Your application will not be accepted unless all of the required materials are submitted. See Fee Schedule for processing fee amounts.

**Appeal procedures for RV Administrative Variances:** If your RV Administrative Variance is denied by the Planning Director, you may appeal this decision to the Planning Commission. You must draft a letter requesting the appeal, submit it to the Planning Director, and pay the required fee within ten (10) calendar days from the date of the decision.

If your RV Administrative Variance is denied by the Planning Commission, you may appeal this decision to the City Council. You must submit a letter requesting the appeal and pay the required fee to the City Clerk within ten (10) calendar days from the date of the Planning Commission decision. See fee schedule for required appeal fees.

The following materials shall be submitted for each application or for combined applications on a single project.

**I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)**

A. **SITE PLAN** – Four (4) copies prepared on 24" x 36" sheet(s). The site plan shall include the following information:

1. **GENERAL INFORMATION**

- ☐ a. Name and address of applicant, engineer and/or architect, etc.
- ☐ b. Footprint of all buildings and/or structures.
- ☐ c. Dimensions and locations of driveway(s).
- ☐ d. Distance between buildings and/or structures.
- ☐ e. Building setbacks (front, rear and sides).
- ☐ f. Location, height and materials of walls and fences.
- ☐ g. A summary table of the following:
  - ☐ (1) Site acreage.
  - ☐ (2) Existing Zone and General Plan Land Use Designation.
  - ☐ (3) Building square footage.

B. **PHOTOGRAPHS** of the front, sides and rear of the property.

**II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS**

- ☐ A. A completed Land Use Review Application Form.
- ☐ B. Completed RV Variance Justification Form.
- ☐ C. Disclosure Statement. (Not required for tentative parcel maps.)
- ☐ D. Completed "Project Description/Explanation" sheet.

☐ E. Property Owners List and Addressed Labels.

NOTE: WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE **RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS. THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE.** THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.

1. A typewritten list of the names and addresses of all property owners within a 300-foot radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.

2. **Mailing Labels** - two (2) separate sets of mailing labels of the property owners within a 300 foot radius of the subject property. For any address other than a single-family residence, an apartment or suite number must be included. **DO NOT** provide addressed envelopes - PROVIDE LABELS ONLY. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, and MS Line Draw 11 pt. Sample labels are as follows:

| **ACCEPTABLE** | **ACCEPTABLE (with APN)** |
|---|---|
| | 209-060-34-00 |
| Mrs. Jane Smith<br>123 Magnolia Ave., Apt #3<br>Carlsbad, CA 92008 | MRS JANE SMITH<br>APT 3<br>123 MAGNOLIA AVE<br>CARLSBAD CA 92008 |

3. A map to scale not less than 1" = 200' showing each lot within a 300 foot radius of the exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.

## JUSTIFICATION FOR RV ADMINISTRATIVE VARIANCE

An RV Administrative Variance may be approved if the Planning Director determines that access to the side or rear yard cannot be provided. In order to approve the request, the Planning Director shall be required to make the following findings. Please read these carefully and explain how the proposed project meets each of them. Use additional sheets if necessary.

1. Parking in or access to the side or rear yard would require one of more of the following: a) extensive grading, b) structural alteration to the existing residence, or c) the removal of significant or unique landscaping. A fence shall not be deemed to prevent access to the side or rear yard.

_____

_____

_____

_____

_____

2. Parking of the recreational vehicle in the front yard would not interfere with visibility to or from any street.

_____

_____

_____

_____

_____

3. Parking of the recreational vehicle in the front yard would not interfere with traffic on the street or sidewalk nor encroach into the street and utility right-of-way.

_____

_____

_____

_____

_____