VARIANCES
P-4

Development Services
Planning Division
1635 Faraday Avenue
(442) 339-2610
www.carlsbadca.gov

- ***Minor Variances***
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Variances granted by the City Planner are termed **Minor Variances.** Minor variances shall be limited to:

1. Modification of distance or area regulations, provided such modifications does not exceed seventy-five percent of required front, side or rear yards nor exceed ten percent of maximum lot coverage regulation;
2. Modification of the minimum lot width regulation, provided such modification does not result in a lot width less than fifty (50) feet;
3. Walls or fences to exceed heights permitted by the zoning regulations;
4. Modifications to the sign area regulations, provided such modification does not exceed ten percent of the maximum allowed sign area;
5. Modifications to the sign height regulations, provided such modification does not exceed ten percent of the maximum allowed sign height.

All other variances will be heard by the Planning Commission and processed pursuant to Chapter 21.50 of the Carlsbad Municipal Code.

NOTE: A proposed project requiring application submittal must be submitted by appointment Please call 442-339-2600 to make an appointment.
***SAME DAY APPOINTMENTS ARE NOT AVAILABLE**

The following materials shall be submitted for each variance application.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (442) 339-2610.

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

Required copies on 24" x 36" sheet(s):
Minor permits: Four (4) copies
Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

Each site plan shall contain the following information:

1. GENERAL INFORMATION

☐a. Name and address of applicant, engineer and/or architect, etc.
☐b. Location, size and use of all easements.
☐c. Dimensions and locations of: access (pedestrian and vehicular), service areas and points of ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.

☐d. Distance between buildings and/or structures.
☐e. Building setbacks (front, rear and sides).
☐f. Location, height and materials of walls and fences.
☐g. Location of freestanding signs.
☐h. All applicable Fire Suppression Zones, as required by the City's Landscape manual.
☐i. A summary table of the following (if applicable):
- ☐(1) Site acreage.
- ☐(2) Existing Zone and General Plan Land Use Designation.
- ☐(3) Proposed land use.
- ☐(4) Total building coverage.
- ☐(5) Building square footage.
- ☐(6) Percent landscaping
- ☐(7) Number of parking spaces
- ☐(8) Square footage of open/recreational space (if applicable).
- ☐(9) Cubic footage of storage space (if applicable).

B. BUILDING ELEVATIONS AND FLOOR PLANS

Required copies on 24" x 36" sheet(s):
Minor permits: Four (4) copies
Major permtis: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

Each building elevation and floor plan shall include the following information:

1. GENERAL INFORMATION

☐a. Location and size of storage areas (if applicable). Indicate ceiling height or the height of the underside of the roof for all storage areas.
☐b. All buildings, structures, walls and/or fences, signs and exterior lights.
☐c. Indicate the Uniform Building Code occupancy classes at all building areas.
☐d. Include the type of construction per the Uniform Building Code.

C. COLORED SITE PLAN AND ELEVATION PLAN – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Division **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. <u>Do not mount exhibits</u>.**

II. <u>REQUIRED DOCUMENTS AND SUBMITTAL ITEMS</u>

☐A. A completed Land Use Review Application Form.
☐B. Completed Variance Justification Form (attached).
☐C. Disclosure Statement. (Not required for tentative parcel maps.)
☐D. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
☐E. Biological resource, cultural resource, and/or other environmental studies that are necessary to make an environmental determination (i.e. EIR, Negative Declaration or Exemption).
☐F. Signed "Hazardous Waste and Substance Statement" form.
☐G. Property Owners List and Addressed Labels

1. A typewritten list of the names and addresses of all property owners within a 300 foot radius for a Minor Variance and 600 foot radius for a Variance of subject property (<u>including the applicant and/or owner</u>). 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 for a Minor Variance or 600 foot radius for a Variance of subject property and

the applicable Homeowners Association (HOA). 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)**
Mrs. Jane Smith 123 Magnolia Ave., Apt #3 Carlsbad, CA 92008	209-060-34-00 MRS. JANE SMITH APT 3 123 MAGNOLIA AVE CARLSBAD CA 92008

3. 300 Foot Radius Map for a Minor Variance
   600 Foot Radius Map for Variance

   A map to scale not less than 1" = 200' showing each lot within a 300 foot radius for a Minor Variance or 600 feet for a Variance of 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 City Planner if the required scale is impractical.

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.

JUSTIFICATION FOR VARIANCE

By law a Variance may be approved only if certain facts are found to exist. Please read these requirements carefully and explain how the proposed project meets each of these facts. Use additional sheets if necessary.

1. Explain what special circumstances are applicable to the subject property, including size, shape, topography, location or surroundings, whereby the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification:

2. Explain why the granting of the variance does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is located and is subject to any conditions necessary to assure compliance with this finding:

3. Explain why the granting of the variance does not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the subject property:

4. Explain why the granting of the variance is consistent with the general purpose and intent of the General Plan and any applicable specific or Master Plans:

5. If located within the coastal zone, explain why the variance is consistent with and implements the requirements of the certified local coastal program and that the variance does not reduce or in any manner adversely affect the protection of coastal resources.