



APPLICATION CHECKLIST

VARIANCE

In order to deviate from the development standards required by the City of Citrus Heights Zoning Code, the applicant must be approved for a Variance by the Planning Commission. The Planning Commission must make certain “findings” regarding the Variance application. The findings are listed below.

- 1) The applicant has shown that strict application of the requirements of the Zoning Code would deprive the property of privileges enjoyed by other properties in the vicinity which are in the same zoning district because of special circumstances peculiar to the subject property. “Special circumstances” can include:
 - Size
 - Topography (slopes)
 - Surroundings
 - Shape
 - Location
 - Heritage or Landmark trees
- 2) The applicant has shown that granting a Variance would not constitute a grant of special privilege inconsistent with the limitations placed upon other properties in the vicinity, which are in the same zoning district.

Application Submittal Requirements

- A) Completed Universal Application form
- B) The required processing fee (see fee schedule)
- C) One (1) copy of a detailed description of the proposed use
- D) A letter of justification that addresses the following:
 - The special circumstances of the subject property
 - Statement of reason of why the granting of this Variance would not constitute a special privilege

An electronic copy of all materials shall also be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

More information regarding Variances may be found in the City of Citrus Heights Zoning Ordinance sections 106.62.060. Please feel free to discuss your application with a member of the Planning Department by calling (916) 727-4740 or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

www.citrusheights.net



UNIVERSAL APPLICATION FORM

PLANNING DIVISION

www.citrusheights.net

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

planning@citrusheights.net

Notice to Applicants: A complete application must be submitted in order for the project to be accepted. It is recommended to schedule an appointment to discuss your project prior to submission.

Type of Application (check all that apply):

<input type="checkbox"/> Design Review Permit <input type="checkbox"/> Design Review Permit Modification <input type="checkbox"/> Use Permit <input type="checkbox"/> Use Permit Modification <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Eligible Facilities Request	<input type="checkbox"/> Parcel Map (1-4 lots) <input type="checkbox"/> Subdivision Map (5+ lots) <input type="checkbox"/> Rezone <input type="checkbox"/> Ordinance Text Amendment <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> OTHER _____
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Project Information (complete all sections):

Proposed Project Name:		
Property Address:		
Assessor Parcel #'s:		
Total Land Area (Acre or SF):	General Plan Designation:	Zoning Designation:
Total Net SF of New Buildings (Commercial Only):	No. Proposed Units (Residential only):	
Project Description:		

Applicant Information:

Applicant Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	

Property Owner:

Owner Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	
Property Owner Signature (or separate written authorization):		

Designated Primary Contact, if Different than Applicant:

Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	

City Use Only:

Planner Complete Below:

Dated Received:	Accepted by:	AA: ST PC CC	NA#:
TOTAL AMOUNT COLLECTED:			
Receipt Number:		Payment Method:	

Data Entry:

Date Entered:			
File Type/Number (one per box)			
CW #			