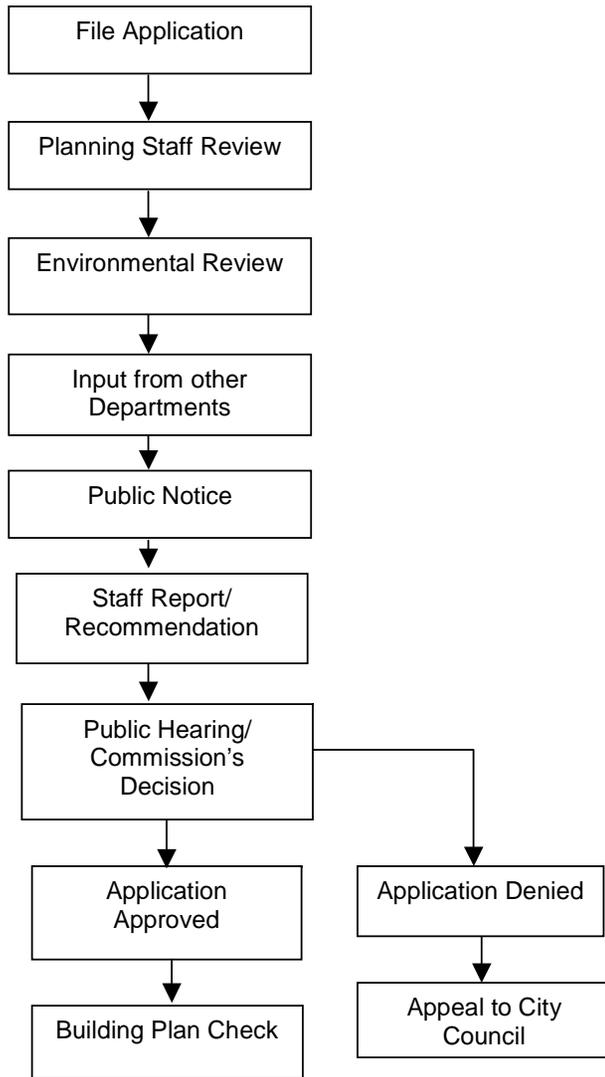
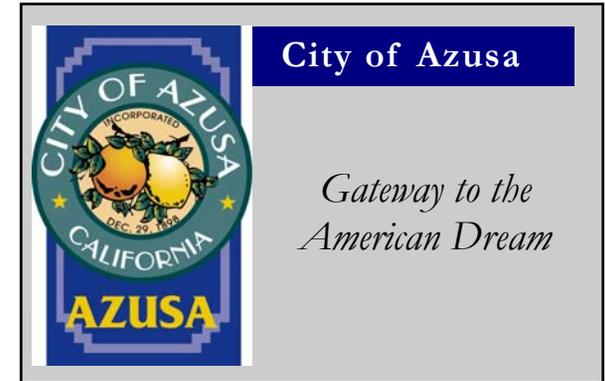


Summary of the Variance Process



For more information call: 626-812-5299



HOW TO APPLY FOR A VARIANCE

Economic and Community Development Department

Planning Division
213 E. Foothill Blvd.
Azusa, CA 91702

Phone: 626-812-5299

Fax: 626-334-5464

Email: cseffer@ci.azusa.ca.us

What is a Variance?

The Variance is a process for the City to waive or modify certain standards of the Development Code when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other physical features, the strict application of the Code denies the property owner privileges enjoyed by other property owners in the same zone. A Variance CANNOT be used to grant a special privilege not afforded to other property owners similarly situated.

A variance can be requested for the required yard setbacks, building heights, parking or a variety of other development standards. It cannot, however, allow you to establish a use that is not permitted within the zoning district (for instance, an industrial business in the Neighborhood General zone).

A variance is generally used as a last resort to meeting the City's Code requirements. City staff will always work with you to first try to find a way to meet your needs for your property while still complying with all of the necessary Codes.

How is a Variance approved?

The **Planning Commission** at a public hearing decides whether or not to approve your application.

The Commission must consider certain required guidelines, known as findings of fact. If the Commission cannot make the

following findings, they cannot approve a variance.

1. There are special circumstances applicable to the property, including size, shape, topography, location, or surroundings, so that the strict application of the Development Code deprives the property of privileges enjoyed by other property in the vicinity and within the same zoning district; and
2. The approval of the Variance includes conditions of approval as necessary to ensure that the adjustment granted does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and within the same zoning district; and
3. The Variance is consistent with the General Plan, and any applicable specific plan.

What is needed to apply for a Variance?

In order for a Variance request to be considered, the following items must first be submitted to the Planning Division:

- 1) A completed application form, provided by the City, with the notarized signature of the owner of the property.
- 2) Plans showing the existing and proposed buildings on the property.
- 3) Radius Map and two (2) sets of mailing labels indicating the names and addresses of the owners of all parcels within 300 feet of the property.
- 4) A copy of the grant deed showing the current ownership of the property.
- 5) A processing fee: approximately \$1,008 for single-family residential; \$4,761 for

other variances, plus postage for public hearing notices.

How long does a Variance take?

From the date a fully completed application is submitted to City, it usually takes from **8 to 10 weeks** until the Commission holds its public hearing. The Commission generally meets twice a month on the Wednesday evenings at 7:00 p.m. following the second and fourth Mondays of each month.

What happens at the Planning Commission Public Hearing?

The Planning Commission will examine all of the evidence before considering whether to approve a Variance. At the hearing, you may address the Commission and state your case why approval should be granted. The Commission will also hear testimony from any other interested or affected party. At the conclusion, the Commission may deny the request, or approve with conditions.

The Commission's decision may be appealed the City Council within 20-days. The appeal hearing by the City Council will be conducted in generally the same manner as the Planning Commission public hearing. The City Council's action will be final.