



# Variance Permit Information and Checklist

**VARIANCE PERMITS.** A Variance allows modifications to development standards such as building setbacks, building heights, lot area, building coverage and/or parking. They are granted when there are special circumstances – such as size, shape, topography, location or surroundings, or other physical conditions – which make it difficult or impossible to develop using standard Land Use Code (LUC) regulations. (For example, a reduce setback variance may be reasonable when lot size does not allow development under standard setbacks.

The permit may be granted if strict application of the standards denies the property owner privileges enjoyed by other nearby property owners in the same zoning district. This is considered a hardship provision, only be granted when it can be demonstrated that all attempts to comply with Land Use Code standards have been exhausted.

The Process. After submission of a complete application and deposit, a planner reviews the request against requirements of the Land Use Code and the California Environmental Quality Act (CEQA). If the project is subject to CEQA, additional information may be required.

The Zoning Administrator has approval authority over Variance Permits. This permit process requires a public hearing.

**CHECKLIST.** Submit electronic copies of all documents, and three hard copies of any large scale maps or plans.

Permit Application with supporting materials and deposit.

A Site Plan clearly and legibly drawn on one sheet, containing Site Plan Checklist information

Explanation of the special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other physical conditions that would require a variance from a specific development standard

Information showing that strict application of relevant development standards deny the property owner privileges enjoyed by other property owners in the vicinity and in the same zoning district

Review Land Use Code §9.72.090.F and provide responses to its requirements. See a planner if you have any questions.

Note that a fee payable to the North Coastal Information Center (NCIC) for review of cultural resources will be collected during the review process.

For complete information go to [www.cityofarcata.org](http://www.cityofarcata.org) and find the link for the Land Use Code. Section §9.72.090 describes Variance permits. If you have questions, please speak with a planner at the number below.