

# APPLICATION CHECKLIST

## VARIANCE APPLICATION

**What is a 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.

### Required Findings for a Variance:

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
  - 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:

Submit all applications via the City’s online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. One (1) copy of a detailed description of the proposed use
2. A letter of justification that addresses the following:
  - The special circumstances of the property
  - Statement of reason why the granting of this Variance would not constitute a special privilege

Submit all materials in electronic format. Please submit via the City’s online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or [planning@citrusheights.net](mailto:planning@citrusheights.net), or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621