



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 each of the property owner's 500-foot radius list (as shown on the latest Assessment Roll), property owner's map, signed affidavit, and typed address labels (Avery 5160 or similar)
- D) One (1) copy of a detailed description of the proposed use
- E) 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

More information regarding Variances may be found in the City of Citrus Heights Zoning Ordinance sections 110-20 to 110-28. Please feel free to discuss your application with a member of the Planning Department by calling (916) 727-4740 or visit the office located in the Fountain Square Complex located at 6237 Fountain Square Drive, Citrus Heights, CA 95621

WWW.CITRUSHEIGHTS.NET

CERTIFIED PROPERTY OWNER'S LIST PREPARATION INSTRUCTIONS

All information must come from the latest Assessor's tax rolls.

How to prepare a property owner's map.

Step 1: A map must be drawn, to scale, showing the subject parcel, all surrounding parcels, streets and alleys of sufficient size to show 500 feet radius from outer limits of parcel.

Step 2: Measure 500 feet from the outer-most limits of subject parcel, then draw a 500-foot radius line.

Step 3: Consecutively number each parcel within or touching the 500-foot radius line, beginning at subject site (Number 1) and continuing until all affected parcels have been assigned a number.

Step 4: List the consecutive numbers taken from the property owner's map in the right hand corner of the gummed labels. Then, using the most recent information available from the Sacramento County Assessor's Office, type the following information on the labels: assign the correct (1) Assessor's Parcel Number for each parcel identified, and (2) the property owner's name, and (3) the owner's address to each consecutive number as follows:

Examples:

243-0010-0000
CH Development Company
1010 Greenback Lane
Citrus Heights, CA 95621

243-0010-0000
Joel Resident
2444 Any Road
Citrus Heights, CA 95621

Due to postal requirements, the parcel number must be located at the top of the label.

NOTE:

DUE TO REPRODUCTION REQUIREMENTS ONLY TYPED, GUMMED LABELS THE SIZE AND SHAPE EQUIVALENT TO AVERY 5160 OR MACO ML-3000B LABELS (3 COLUMN, 30 LABELS PER SHEET) WILL BE ACCEPTED.



CITY OF CITRUS HEIGHTS PLANNING DIVISION

LETTER OF CERTIFICATION

This form is to be completed by the person/firm preparing the map and list of property owners within five hundred feet (500') of the project site.

I, _____ hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Sacramento and all addresses for properties within the area described and for a distance of five hundred feet (500') from the exterior boundaries of the following property (s):



UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6237 FOUNTAIN SQUARE DR. ♦ CITRUS HEIGHTS, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) _____

Address of Project _____

Total Land Area _____ Assessor's Parcel #'s _____

Acreage, Gross Floor Area, No. of Living Units, (if applicable) _____

Project Description _____

Application Entitlement Type(s): _____

APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

PROPERTY OWNER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

APPLICANT (print or type)

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Signature _____ Date _____

DEVELOPER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Designated Primary Contact Person if Different than Applicant. (print or type)

Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

City Use Only:

Approving Authority: _____ Current Zoning _____

Date received: _____

Fees paid: _____

Receipt Number: _____

File Number(s) _____