

# Application Checklist

## ADMINISTRATIVE VARIANCE (AV)



### Process:

An Administrative Variance may be considered to allow deviations from the Zoning Ordinance governing the application of development standards such as lot size, width, setbacks, area and height requirements thereof, up to thirty-five (35) percent of the development standard. Processing time is normally six (6) weeks however, it is dependent upon the number of similar requests before the City and the completeness of the application. A request for an Administrative Variance requires approval from the Planning Manager and a public notice. Following the public notice, the Planning Manager may waive the requirement for a public hearing if none is requested. If a public hearing is requested, the Planning Manager shall schedule and notice the project for a public hearing by the Planning Commission. ***The applicant or the applicant's representative must be present at all public hearings to answer questions.***

### Submittal:

The City of Roseville Planning Division accepts applications online. For more information on the online application submittal process and to submit an application, visit the City's Development Services – Online Permitting Services (OPS) submittal page at <http://www.roseville.ca.us/opssubmittal>. Along with the online application, additional submittal information, as listed below, will be required to be uploaded and submitted. Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing and will cause delay.***

### APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
  - [Property Owner Affidavit](#)
  - [Electronic Signature Disclosure](#) (if signing electronically)
- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
  - Site Plan Sheet(s)
- Documents (upload these items as “Documents” in OPS)
  - Statement of Administrative Variance including:
    - a. Special physical circumstances applicable to property, including size, shape, topography, location or surroundings;
    - b. The findings for why the property would be deprived of privileges enjoyed by other property in the vicinity and under identical zoning;
    - c. The findings for why approval of the variance would not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity in which the property is located; and
    - d. The findings for why approval of the variance would not allow a use or activity which is not otherwise expressly prohibited and will not constitute a grant of special privilege inconsistent with limitations on other property in the vicinity and with identical zoning.
- Fees – to be paid once application is accepted (see [Planning Fee Schedule](#))
  - Application Fee
  - Radius List Fee
  - 3% Technology fee
  - Environmental review fee

We encourage all applicants to utilize the OPS portal to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a flash drive or similar data storage device. For questions, please call the Planning Division at (916) 774-5276 or, staff is available at the Permit Center counter, 311 Vernon Street, Roseville, CA 95678, during normal business hours.