

Application Checklist

VARIANCE (V)



Process:

A request for a Variance requires one (1) public hearing before the Planning Commission. Processing time is normally eight (8) to twelve (12) weeks; however, it is dependent upon the number of similar requests before the City. ***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 <https://www.roseville.ca.gov/permitsonline>. 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](#) (if submitting online)
 - [Electronic Signature Disclosure](#) (if submitting online)
- 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)
 - Description of Variance request outlining:
 - Special physical circumstances applicable to the property, including size, shape, topography, location or surroundings;
 - The property would be deprived of privileges enjoyed by other property in the vicinity and under identical zoning;
 - 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
 - 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.