



City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240

Telephone (760) 329-6411 x 260 www.cityofdhs.org

OFFICE USE ONLY	
Case No.	
Fee	
Related Apps.	
Accepted By	

VARIANCE APPLICATION

VARIANCE applications are reviewed and approved at a public hearing by the Planning Commission pursuant to Section 17.140 of the Zoning Code. The purpose of the review is to ensure that: (1) variances shall be granted only when, because of special circumstances applicable to the property, the strict application of the Zoning Ordinance deprives a property of privileges enjoyed by other property in the vicinity and under identical land use district; (2) any granted variance shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privilege(s) inconsistent with the limitations upon other properties in the vicinity and land use district in which such property is located; and (3) the power of grant variances does not extend to use regulations.

APPLICANT: _____
(please print)

MAILING ADDRESS: _____ Phone No. _____

CITY, STATE, ZIP: _____ Fax No. _____

PROPERTY OWNER (if different): _____
(please print)

MAILING ADDRESS: _____ Phone No. _____

CITY, STATE, ZIP: _____ Fax No. _____

Please send correspondence to (check one): Applicant Property Owner

PROJECT LOCATION: _____

LEGAL DESCRIPTION (Lot & Tract or A.P.N.): _____

EXISTING LAND USE OF PROPERTY: _____

EXISTING ZONING OF PROPERTY: _____

SURROUNDING USES:

NORTH: _____

SOUTH: _____

EAST: _____

WEST: _____

I (we), the undersigned applicant(s) for the property described above, hereby request that you grant a Variance to allow the use described as follows:

NAME OF APPLICANT: _____
(please print)

SIGNATURE OF APPLICANT: _____ DATE: _____

NAME OF PROPERTY OWNER: _____
(please print)

SIGNATURE OF PROPERTY OWNER(S)
IF NOT SAME AS APPLICANT: _____ DATE: _____

_____ DATE: _____

(Separate written authority by owner to submit application may be provided)

NOTE

FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION SHALL BE GROUNDS FOR DENYING THE APPLICATION

CITY OF DESERT HOT SPRINGS
VARIANCE APPLICATION SUBMITTAL REQUIREMENTS

10 complete sets of preliminary drawings in 24" x 36" size shall be submitted to the Community Development Department, unless otherwise noted or directed by staff (scaled, 11"x17"size plans may be substituted if appropriate). Plans shall be collated, stapled and folded to 8 ½" x 11" unless colored.

A complete application includes:

Yes **No**

- 1. Filing fee: for a Variance application. A completed Environmental Information form, unless categorically exempt by the California Environmental Quality Act Guidelines, or previously assessed.

- 2. Notification Package: A notification package containing a scaled map or Assessor Parcel Map pages showing all properties within a 300-foot radius of the subject property (including continuously owned property); a typed list of the property owners and their mailing addresses within the 300-foot radius, and a typed list of the residents that reside contiguous to the subject property. Submit three (3) sets of typed, self-adhesive, addressed labels for the above property owners and residents that live contiguous to the subject property. These lists and the map must be certified by a title company. If this application is submitted with a Development Application then this item can be omitted.

- 3. Title Report: A Title Report of the subject property. Said report must be dated within the last 6 months of application submittal.

- 4. Existing Site Plan: Drawn to scale and fully dimensioned, showing the existing project site and at least 50 feet beyond the project boundaries including the following:
 - A. Property line boundaries and at least 50 feet beyond the project boundaries showing name, address and phone number of property owner, applicant and developer, date of plan preparation, legal description, north arrow, a legend incorporating any symbols on the drawings, a vicinity map, existing contours and vegetation, existing structures and other site and adjacent features, including any driveways, curbs, gutters, sidewalks, bus shelters, landscaped planters, existing and ultimate right-of-ways of any private and public streets, easements and all utilities (above and below ground).

- 5. Proposed Site Plan: Drawn to scale and fully dimensioned, showing the proposed project site and at least 50 feet beyond the project boundaries including the following:
 - A. Property line boundaries and at least 50 feet beyond the project boundaries showing name, address and phone number of property owner, applicant and developer, date of plan preparation, legal description, north arrow, a legend incorporating any symbols on the drawings, a vicinity map, north arrow, a legend incorporating any symbols on the drawings, a vicinity map, and proposed contours.
 - B. Where applicable, proposed buildings, structures (trash enclosures, etc.), driveways, curbs, gutters, bus shelters, dimensioned parking stalls, back-up areas, service areas (including trash enclosures and recycling areas), location of all utilities (proposed and existing), air conditioning units, landscaping and hardscape areas, retention basins, drywells, monument sign locations, sidewalks, bicycle paths, bicycle racks, accessible path of travel, easements, perimeter and screen walls, fire hydrants, street lights, street trees, etc.
 - C. Existing improvements and natural features which are proposed to be retained and incorporated into the project, if any.
 - D. Included on this plan shall be a table tabulating the following: project area size in acres (gross and net), gross building square footage (individual and total), lot coverage ratio, hardscape

square footage (parking areas and walks), landscaping square footage, required and proposed parking spaces, including accessible parking spaces and loading spaces, number of residential unit types, number of bedrooms, number of stories, and number of units per building, if applicable.

- E. One colored copy in 24" x 36" size mounted on foam-core presentation board.
- F. If the project is going to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be provided at the time of initial submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application with appropriate fees to defray the costs associated with additional city review and approval.

Yes **No**

- 6. Conceptual Grading and Drainage Plan: A conceptual grading and drainage plan drawn to an engineering scale of no smaller than 1"=30' with the scale clearly labeled and shall include the following information:
 - A. Existing and proposed contours, pad elevations, adjacent street elevations, parking lot, driveways, landscaping, drainage patterns, dry wells, retention areas, etc. (grading may be indicated on site plan if clearly readable). Tabulations showing amount of cut/fill, lot sizes, number of lots, square feet/acres of each).

- 7. Building Plans: Building plans shall be of sufficient size to show architectural detail and include the following:
 - A. Floor plans showing allocation of space and location of all door and window openings. All rooms must be labeled and dimensioned, show occupancy requirements and all ingress/egress requirements.
 - B. Roof plans indicating pitch, line of exterior wall, overhangs/eaves, roof drains, down spouts, roof mounted mechanical equipment (commercial/industrial only), skylights, solar panels, trellis areas, columns, etc.
 - C. Architectural drawings of all elevations of all proposed buildings and structures, including longitudinal and latitudinal sections of each proposed buildings, including screening treatments for mechanical equipment. Building materials and building heights shall be identified.
 - D. One colored set of all building elevations for each proposed building accurately representing exterior colors in 24" x 36" size and mounted on foam-core presentation boards.
 - E. Material and color sample board. A material and color sample board showing all exterior materials, finishes, and colors including hardscape (when decorative), shall be submitted on a maximum 8-1/2" x 11" or 11" x17 " foam-core board. Materials, finishes, and colors shall be keyed to plans for easy reference. Materials may include roof tile, decorative tile and trim, brick, mullions, metal, screens, glass, stucco, wood, etc.

- 8. Sign Program: Plans showing conceptual materials, letter style, size, sign colors, method/intensity of illumination, and sign type (monument, wall, etc.). Elevations shall indicate sign designs and locations or probable locations and size of sign "envelopes", when appropriate. Generic names may be used if a tenant is not known.

- 9. Exterior Lighting Plan: Plans shall show conceptual type of light fixtures including base, location, fixture height, source, and surface illumination. Lighting plans shall demonstrate that the lighting fixtures are capable of providing adequate illumination for security and safety, including, without limitation, one (1) foot-candles maintained across the surface of the parking area.

- 10. Photographs: One set of subject property photographs (minimum 4" x 6") and surrounding areas shall be submitted as follows:

- A. One panoramic view of each side of the site, if possible.
- B. Views of all relevant or unusual features of the site.
- C. Photographs of existing development in the area that may have similar architectural features proposed (if applicable).

Yes No

- 11. Conceptual Landscape Plan: Desert Hot Springs is located in the Sonoran Desert and consideration shall be given to temperatures, wind, soils, shade, drainage, irrigation systems, and plant selection. This plan shall be drawn to an engineering scale no smaller than 1" = 50' and shall include the following:
 - A. Colored conceptual landscape plan showing all on/off-site plant material, if any, a legend noting the common and botanical name of all trees, shrubs or ground cover and also indicate their intended function (e.g., accent trees, street trees, shade trees, screening hedge, etc.), non-plant material (pavers, gravel, etc.), earthen berms or mounded areas, swales, and/or basins (indicate height or depth, as applicable), plazas, courtyards, water elements, public art, wall heights and their general construction materials, common or public open space/recreation areas, north arrow, scale, project name.
 - B. Type of full coverage irrigation system (spray, emitter, and/or drip) shall be specified on plan.
 - C. Details showing all proposed designs for perimeter walls, trash enclosures and other screening features.
- 12. Art in Public Places Program: Comply with the Art in Public Places Ordinance to satisfy the public art contribution obligation through a public art contribution or through the payment of an in-lieu fee thereof.
- 13. Reductions of all of the above plans in 8.5" x 11" and 11" x 17" size.
- 14. An electronic copy of all of the above plans in "JPEG" or "PDF" format.
- 15. Copies of "will serve" letters from the Fire Department and all utility companies.
- 16. Any Special studies as determined by the Community Development Department.
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

NOTE: INCOMPLETE APPLICATION SUBMITTALS WILL NOT BE ACCEPTED.

CITY OF DESERT HOT SPRINGS
VARIANCE APPLICATION SUPPORTING DATA

1. A variance from Section(s) _____ of the City's Zoning Ordinance to permit a:

2. What particular difficulties or unnecessary **physical** hardships inconsistent with the objectives of the Zoning Ordinance would result if the variance were not granted?

3. What exceptional or extraordinary circumstances or conditions property that does not apply generally to other properties in the same zone?

4. To what extent would the strict or literal interpretation and enforcement of the specified regulation deprive you of privileges enjoyed by the owners of other properties in the same vicinity and zone?

5. To what extent would the granting of this adjustment be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity?

6. Proposed use of the site (project for which the form is filed; describe the total undertaking, not just the current application approval being sought):

7. Gross Project Site Area: _____

8. Net Project Site Area: _____

9. Existing use of the project site: _____

10. Existing use on adjacent properties: (Example: North, Shopping Center; South, Single Family Dwellings; East, Vacant, etc.)

North: _____

South: _____

East: _____

West: _____

11. Site topography (describe):

NOTE

FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION SHALL BE GROUNDS FOR DENYING THE APPLICATION