



Community Development Department Planning Division

14177 Frederick Street
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Moreno Valley, CA 92552-0805



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VARIANCE

Variations may be granted by the Planning Commission when special circumstances, such as lot size, shape, topography, location or surroundings, create a hardship because the strict application of the Development Code would be deprive the property owner of privileges enjoyed by other properties in the same district. Variations may include, but are not limited to, the following types of development requirements; but in no case shall a variance be granted to a “use”.

- Parking / Loading Requirements
- Setback / Yard Requirements
- Area Requirements
- Height Requirements
- Open Space
- Landscaping
- Screening
- Lot Coverage
- Fence / Walls
- Depth / Width

SUBMITTAL REQUIREMENTS

- Completed and Signed Project Application
- Current Application Fee \$_____
- Copy of Preliminary Title Report (shall include recorded easements)
- (5) Copies of an 8 ½ x 11” map of project site, inclusive of surrounding land uses and improvements
- (5) Copies of an 8 ½ x 11” diagram depicting variance request
- (5) Copies of a written description outlining the reasons for the variance request

APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for (180) days or more.

PUBLIC HEARING ITEMS

- Plans as requested by staff.
- (1) One assessor's parcel map indicating all parcels within 300' feet of the exterior boundaries (or a radius as stipulated by the Community & Economic Development Director); indicate the radius line.
- (2) Sets of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of properties within the 300' feet radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) of the subject property owner(s), applicant and representative.
- CD with electronic copy of all project drawings in PDF format and project text documents in WORD format
- (1) Certification of Property Owners List – If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification.

PROPERTY OWNERS LIST CERTIFICATION

I, _____ certify that on _____
(Print name) (Date)

the attached property owner(s) list was prepared by _____
(Print name)

Pursuant to the noticing requirements of the City of Moreno Valley Community & Economic Development Department – Planning Division. Said list is a complete compilation of owner(s) of the subject property and all other property owners within a 300' foot radius of the exterior boundaries of the subject property and is based upon the latest equalized assessment rolls.

I declare under penalty of perjury that the information is true and correct to the best of my knowledge; I understand that incorrect or incomplete information may be grounds for rejection or denial of the application.

(Signature)

(Date)