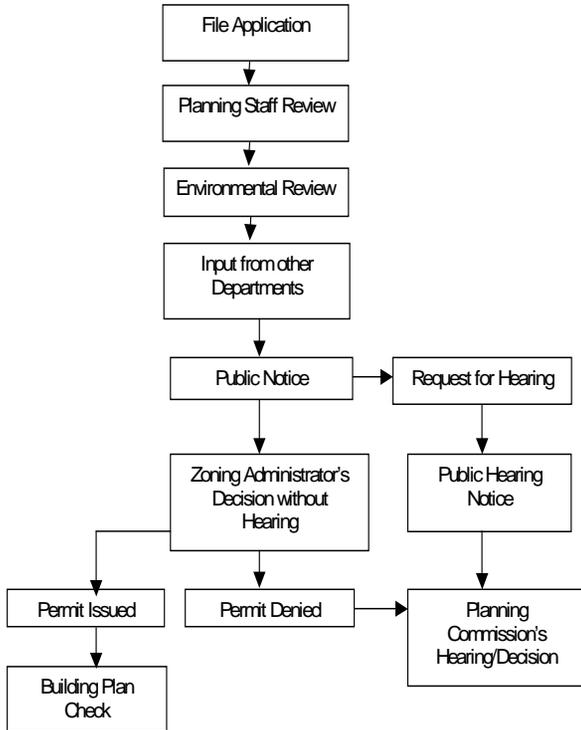
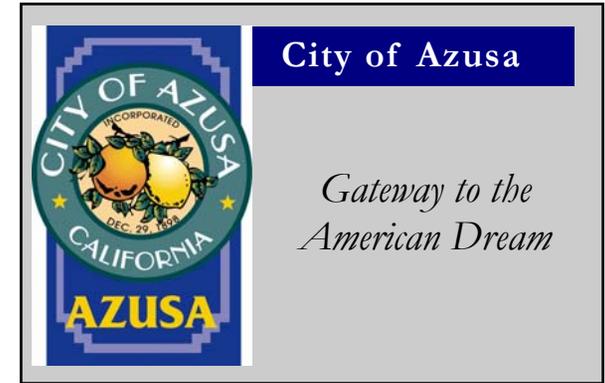


Summary of the Minor Variance Process



For more information call: 626-812-5299



HOW TO APPLY FOR A MINOR VARIANCE

**Economic and Community
Development Department**

Planning Division
 213 E. Foothill Blvd.
 Azusa, CA 91702

Phone: 626-812-5299
 Fax: 626-334-5464
 Email: cseffer@ci.azusa.ca.us

What is a Minor Variance?

The Minor Variance is a process for the City to waive or modify certain standards of the Development Code when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other physical features, the strict application of the Code denies the property owner privileges enjoyed by other property owners in the same zone. A Minor Variance CANNOT be used to grant a special privilege not afforded to other property owners similarly situated, nor can it be used to establish a use that is not permitted within the zoning district (for instance, an industrial business in the Neighborhood General zone).

A request for a reduction of **up to 10 percent** of: setbacks and distance between structures, parcel dimensions (except lot area), structure height, fence and wall height, or on-site parking, loading, and landscaping is considered a Minor Variance.

Variations are generally used as a last resort to meeting the City's Code requirements. City staff will always work with you to first try to find a way to meet your needs for your property while still complying with all of the necessary Codes.

How is a Minor Variance approved?

The **Zoning Administrator (ZA)** may approve or deny a Minor Variance without a public hearing, or may choose to refer any Minor Variance application to the Planning Commission for a hearing and decision in the same manner as provided for a Variance.

The ZA must base his/her decision on the same finding of fact required for approval of a Variance. Prior to taking action on a Minor Variance, a notice will be mailed to property owners within 300 feet of the subject property stating that the ZA will decide whether to approve or deny the Minor Variance application on the date specified in the notice, and that a public hearing will be held only if requested in writing by any interested person prior to the specified date for the decision.

What is needed to apply for a Minor Variance?

In order for a Minor Variance request to be considered, the following items must first be submitted to the Planning Division:

- 1) A completed application form, provided by the City, with the notarized signature of the owner of the property.
- 2) Plans showing the existing and proposed buildings on the property.
- 3) Radius Map and two (2) sets of mailing labels indicating the names and addresses of the owners of all parcels within 300 feet of the property.
- 4) A copy of the grant deed showing the current ownership of the property.

- 5) A processing fee: approximately \$738 plus postage for public notices (see # 3 above)

How long does a Minor Variance take?

From the date a fully completed application is submitted to City, it usually takes from **4 to 6 weeks** until the ZA makes its decision. However, in the event that a member of the public requests a hearing, 3 to 4 weeks will be added to the estimated processing time.

What if I am unhappy with the Zoning Administrator's decision?

The Zoning Administrator's decision may be "appealed" to the Planning Commission within 20-days after the decision. If appealed, the Commission will conduct a public hearing wherein it will examine all of the evidence before considering whether to approve or deny a Minor Variance. At the conclusion, the Commission may deny the request, or approve with conditions.

The Commission's decision may be appealed the City Council within 20-days after the decision. The appeal hearing by the City Council will be conducted in generally the same manner as the Planning Commission public hearing. The City Council's action will be final.