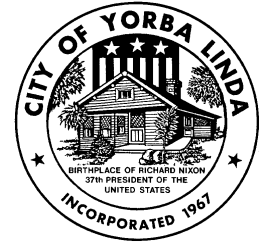


Instructions for applying for a:

Variance



A. **Purpose:** Variances may be granted by the Planning Commission when special circumstances, such as lot size, shape, topography, location, surroundings create a hardship such that the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties in the same area and zone. Variances do not extend to use regulations. Flexibility to zoning regulations is provided in the conditional use provisions of Title 18 of the Yorba Linda Municipal Code.

B. Filing Requirements:

1. Uniform application
2. Orange County Fire Authority Checklist (*all projects*) and Air Quality Permit Checklist (*non-residential projects only*)
3. A written justification outlining the reasons for the variance, including why approval of this variance is not the granting of a special privilege that others near you do not already have and why this variance is compatible with the surrounding area.
4. Fifteen (15) sets of plans, drawn to scale, indicating the subject property (site plan), surrounding land uses (vicinity map), and the proposed variance from the Zoning Code regulations.
5. Public hearing information:
 - a. Property ownership list— one typed list on 8 ½ x 11 sheets of self-adhesive labels, listing the Assessor's Parcel Numbers, names, and addresses (**in that order**) of all property owners within 300 feet of the outside boundaries of the subject property.
 - b. Radius map drawn on the Assessor's Parcel Maps, indicating both the subject property and a 300 foot radius drawn around the property. (see attached example)
 - c. The property owner's names must be obtained from the latest equalized assessment roll issued by the Orange County Assessor, 630 N. Broadway (Building C), Room 147 (first floor), Santa Ana, CA (714) 834-2727, or from a data-retrieval service or radius map service which uses current Assessor information.
 - d. For businesses within a commercial or industrial center: provide a typed list on self-adhesive labels including each existing tenant's business name and complete mailing address.
6. The Community Development Department may require additional plans or information if deemed necessary in determining whether the circumstance prescribed for the granting of this variance exist.

C. Plan Preparation:

1. All plans should be drawn on uniform sheets, no greater than 30" x 42".
2. All plans should be folded to approx. 10" x 12" and grouped in full sets.
3. All plans must be clear, legible, accurately scaled, and fully dimensioned.

FILING FEES		
<p><i>PLEASE BE AWARE THAT THIS IS A DEPOSIT-BASED ACCOUNT (CHARGED ON AN HOURLY BASIS), WHICH MAY REQUIRE ADDITIONAL REQUEST FOR FUNDS IN THE FUTURE.</i></p> <p><i>DEPOSIT FEES LISTED BELOW ARE ONLY APPLICABLE TO THE PLANNING DIVISION. BUILDING, ENGINEERING, OCFA (if applicable), SCHOOL DISTRICT (if applicable) REQUIRES SEPARATE FEES.</i></p> <p><i>MAKE CHECKS PAYABLE TO THE CITY OF YORBA LINDA. IF OCFA REVIEW IS REQUIRED, PLEASE MAKE A SEPARATE CHECK PAYABLE TO OCFA (See Section F below).</i></p>		
D. City Application Fee (required):	<u>Charge (Deposit)</u>	<u>Hourly Rate</u>
Variance Initial Deposit	\$1,000.00	\$108.00 per hour

E. Environmental Evaluation Fees (if required):	<u>2014</u>	<u>2015</u>
Dept. of Fish & Game Filing Fee - (Neg. Dec)	\$2,181.25	\$2,210.00
Dept. of Fish & Game Filing Fee - (Mit. Neg. Dec)	\$2,181.25	\$2,210.00
Dept. of Fish & Game Filing Fee - (EIR)	\$3,029.75	\$3,069.75
Certified Regulatory Program	\$1,030.25	\$1,043.75
County Administrative Fee (make check payable to Orange County Clerk/Recorder)	\$50.00	\$50.00
Environmental Document Preparation	Charge is at \$108.00 per hour (or as per environmental consultant contract)	

F. Orange County Fire Authority Review (if required):	
<u>Plan Submittal Requirements:</u>	
<ol style="list-style-type: none"> 1. 1 Electronic Copy in a PDF Format <ul style="list-style-type: none"> • Electronic copy may be submitted directly to OCFA via e-mail at eps@ocfa.org (files must be less than 10MB) • Electronic copy may be submitted on a CD-ROM or USB Drive to the Yorba Linda Planning Division 	
Variance Review Fee (make check payable to Orange County Fire Authority)	\$175.00 - \$417.00
City Administration Fee	\$8.75 - \$20.85 (5%)
Total	\$183.75 - \$437.85