



# City of Hemet

PLANNING DIVISION  
445 E. Florida Avenue, Hemet, CA 92543  
(951) 765-2375  
[www.hemetca.gov](http://www.hemetca.gov)

## VARIANCE

### SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Variance application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

#### THE VARIANCE APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

##### A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
  - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
  - a. Application processing fee pursuant to the latest adopted fee schedule.
  - b. CEQA fees
    - (1) Initial Study or Categorical Exemption fee (paid with submittal).
    - (2) Additional Environmental fees (if applicable).
  - c. Fish & Game fees (if applicable).
  - d. Notice of Determination recordation fee (paid when the application is scheduled for public hearing).
  - e. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
  - f. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
  - g. Public hearing notice posting fees (paid when the application is scheduled for public hearing with city supplied posting material).
  - h. Scanning fee pursuant to the latest adopted fee schedule.
  - i. Airport Influence Area Review fee (if applicable).
  - j. Technical Study Review fees (if applicable).
  - l. Cultural Review for projects on sites listed in Appendix B (Historic Resources) of the Hemet General Plan (If applicable).
  - m. MSHCP HANS Review by Riverside County Regional Conservation Authority (If applicable).
- 3. Proof of ownership (i.e., grant deed).
- 4. A letter signed and dated by the applicant that addresses each of the following:
  - a. Number and description of the associated application.
  - b. Description of proposed variance request.
  - c. Description of the unique physical circumstances applicable to the subject land including size, shape, topography, location, or surroundings.
  - d. Explanation of how a strict application of the zoning standards deprives the property of the right to use the land in a manner enjoyed by other conforming property in the vicinity under identical zoning standards.
  - e. Explanation of why approval of the proposed variance would not constitute a grant of special privileges which other conforming properties in the vicinity do not enjoy under identical zoning standards.

- 5. One (1) full-size (24 x36 folded to 8½ x 11) and one (1) 11 x 17 copies of a site plan drawn to scale and illustrating the proposed variance request.
- 6. One (1) 8 ½ x 11 reduction of the site plan illustrating the proposed variance request.
- 7. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
  - (1) One (1) 8½ x 11 radius map that shows the boundaries of the subject property, the 500-foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
  - (2) A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
  - (3) Two (2) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
    - i. Labels shall be 1 x 2.5, self-adhesive, on 8 ½ x 11 sheets.
    - ii. Each mailing label shall include the assessor parcel number.
    - iii. The data shall be from the latest County Assessor's information.
  - (4) A notarized public notice mailing affidavit signed by the applicant or preparer.
- 8. One (1) electronic copy on thumb or flash drive of all submission materials.

**B. APPLICANT NOTIFICATIONS**

1. Receipt of the application at the Planning Division counter **does not** indicate acceptance of a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
2. It is recommended that the applicant and/or representative be present at all hearings.
3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

**C. ATTACHMENTS**

1. Hemet Municipal Code Section 90-45.