



## **IMPORTANT FACTS ABOUT OBTAINING A VARIANCE**

**City of Covina • Community Development Department**

125 East College Street • Covina, California 91723 • (626) 384-8480 / Fax: (626) 384-5479

### ***A City of Covina Public Service Announcement***

The City municipal Zoning Code provides that when practical difficulties and unnecessary hardships exist in the strict interpretation of the code, a property owner may initiate proceedings for consideration of a variance from the provisions of the code. A "Variance" or "Minor Variance" may be requested. "Minor Variances" include slight modifications in the provisions of the code and may be approved by City staff, where it can be founded that all the findings and conditions outlined below exist (see "Minor Variance" Application requirements). The code also contains provisions for Planning Commission review and approval of "Variance" requests (see "Variance" Application requirements). In both cases, evidence must be presented that all four of the following conditions exist in reference to the property being considered:

#### **VARIANCE FINDINGS**

- 1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other property in the same vicinity and zone**
- 2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same vicinity and zone, and the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.**
- 3. The granting of the variance will not be materially detrimental to the public health, safety, convenience and welfare or injurious to property and improvement in the same vicinity and zone in which the property is located**
- 4. The granting of such a variance will not be contrary to the objectives of the General Plan.**

As a *first* step please contact the City Planning staff for additional information. The Community Development Department telephone number is as follows:

**Planning Division: (626) 384-5450**



# VARIANCE REQUEST APPLICATION

City of Covina • Community Development Department  
125 East College Street • Covina, California 91723 • (626) 384-5450

Address:	
Assessor's Parcel No. (City Staff):	Zoning District (City Staff):
Variance Request – Commercial/Industrial/Other (Check all that apply and describe below): <input type="checkbox"/> Signage <input type="checkbox"/> Lot/Floor/Yard Area Reduction <input type="checkbox"/> Fence/Wall Height <input type="checkbox"/> Landscape Area <input type="checkbox"/> Building Encroachment into Required Yard Area <input type="checkbox"/> Other:	
Variance Request – Residential (Check all that apply and describe below): <input type="checkbox"/> Lot/Floor Yard Area Reduction <input type="checkbox"/> Fence/Wall Height <input type="checkbox"/> Landscape Area <input type="checkbox"/> Building Encroachment into Required Yard Area <input type="checkbox"/> Other:	
Provide a full description of the request (along with any supplemental and related information/see below). Also fully describe the exceptional circumstances/conditions, necessity, and non-detrimental nature of the request (attach letter or supplemental description if needed):	
Property Owner's Name:	Phone No.:
Address:	
Business Name (as appropriate):	Phone No.:
Mailing Address:	
Contractor's Name (as appropriate):	Phone No.:
Address:	

### MINIMUM REQUIREMENTS FOR FILING

1. Completed *Variance Application* and submit filing fee. In addition, staff may request a) photographs of the site and building area; b) a site plan showing the location and orientation of the proposed feature(s) in relation to buildings, structures and lot lines; c) the design, size, structural details and calculations (if required by the Building Division); d) proposed colors and materials; and e) signage information per separate sign application
2. Staff may, in addition to the standard public hearing notification (see standard application for 300' radius property owner notification requirements), require that adjacent property owners be noticed in advance of the public hearing to enable better understanding of adjacent property owner concerns regarding the variance request. In this event, provide/attach copies of letters which have been transmitted to adjacent property owner(s) located to the left and right side lot lines, rear property line and property owners who are directly across the front street from the front property line. The letters should describe the proposed variance request, advise of the date of application, and indicate that any questions or concerns should be directed to the Covina City Planning staff

### APPLICANT'S AFFIDAVIT

I hereby certify that the statements and information contained herein are in all respects true and correct to the best of my knowledge and belief. Furthermore, I have been advised of City laws and regulations relating to variance requests and understand and agree to comply with all applicable ordinances and restrictions.

Applicant's Signature:	Date:
Applicant's Name (print or type):	Phone No.:
Address:	Zip Code:

### FOR STAFF USE ONLY

Permit No.:	Received By:	Receipt No.:
Reviewed By:	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:



# Certified Property Owner's List Affidavit

**Community Development Department – Planning Division**

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## Property Description and Certification Statement:

I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of **300 feet** from the exterior boundaries of property legally described as:

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Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

# RADIUS MAP, OWNERSHIP LIST & MAILING LABEL INSTRUCTIONS

## Radius Map

The radius map is used to identify the properties that will receive written notice of the public hearing for your project. The radius is drawn as a distance of **300 feet** from the perimeter of the property/properties for which the application is being filed. All owners of the properties within or touched by the radius will be notified.

It is important that the radius map, ownership list, and labels be accurate. Failure to properly notify an affected property owner could cause the project to be delayed and/or potentially require re-noticing and rehearing

## Property Ownership List and Mailing Labels

Once the radius map identifies the affected properties, prepare a mailing list and mailing labels. The list of property owners must be obtained from the latest Los Angeles County Tax Assessment Role. The ownership list and labels must contain the Assessor's Parcel Number and the name and address of the property owner.

Any other persons you want to receive a written notice of the public hearing should also be included on the list and on the sets of address labels (e.g. yourself, project architect, engineer, etc.)

Two sets of typed or printed labels on 1" x 2 5/8" self-adhesive labels (i.e., Avery #5160) are required.

1  
Sonny Bernard  
300 North "D" Street  
Covina, CA 91723  
0151-101-01-0000

### Note:

To save time and effort, the ownership list requirement may be met by providing a photocopy of the sheets containing the completed address labels

## Sample Radius Map

