CITY OF NORCO

VARIANCE APPLICATION

REQUIRED SUBMITTALS:

- ❑ 1. Completed Uniform Application.
- ❑ 2. Completed Justification for Approval.
- ❑ 3. All plans must be submitted electronically via email to planningapps@ci.norco.ca.us. Email submissions must include the project address in the subject line, and all required documents attached as individual PDF files. Please ensure that all files are clearly labeled and that the file size does not exceed 20MB. See attached “Project Plan Preparation Guidelines.”. Site Plan shall include information specified on the attached “Site Plan Checklist”.
- ❑ 4. Completed Environmental Information Form.
- ❑ 5. One copy of Title Report indicating legal vesting, lot description, and easements.
- ❑ 6. Public Notice Requirements:
  - ❑ a. Three sets of typed, gummed labels listing the names, addresses, and Assessor's Parcel Number of all property owners within a minimum radius of 600 feet of the exterior boundaries of the subject property (the list shall be obtained from the latest equalized assessment rolls issued by the County Assessor's Office) or within the minimum radius that is required such that a minimum of 40 property owners will be notified. Please include applicant, property owner, engineer and anyone else needing to be noticed.
  - ❑ b. Radius map drawn on Assessor's Parcel Maps indicating all property within a 600-foot radius around the subject property.
  - ❑ c. Completed Letter of Certification (certifies mailing labels were prepared correctly).
- ❑ 7. Photos of the subject property (digital format or hard copies).
- ❑ 8. Filing fees: See Fee Schedule.

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UNIFORM APPLICATION

File No:_____
Related Files:_____
Date Filed:_____
Fees Paid:_____

GENERAL INFORMATION:

Project Location:	
Property Owner:	Applicant:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
Engineer:	Architect:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
General Plan:	Site Acreage:
Zoning:	Assessor's Parcel Number:
Description of Proposal:	

REQUESTED REVIEW:

❑ Conditional Use Permit (includes major, minor and modifications)	❑ Tentative Parcel Map
❑ General Plan Amendment	❑ Tentative Tract Map
❑ Site Plan Review (includes major, minor, modifications, development phasing plan, model home sales complex, and wall and fence plan review)	❑ Variance (includes major and minor)
	❑ Zone Change
❑ Specific Plan Preparation/Amendment	❑ Other

APPLICATION CERTIFICATION:

I hereby declare that as applicant for this proposal, I have familiarized myself with the relevant provisions of the Norco Municipal Code; and I have read the foregoing application and know the contents of the application to be true to the best of my knowledge (if applicant is not same as property owner, owner shall authorize applicant to represent his/her interest in the above referenced application by signing below).

Owner:	Applicant:
Date:	Date:

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VARIANCE
JUSTIFICATION FOR APPROVAL

ANSWER THE FOLLOWING QUESTIONS IN THE SPACES PROVIDED BELOW. ATTACH ADDITIONAL PAGES IF NECESSARY.

1. Explain how your property differs from others in the same zone and neighborhood in terms of unusual topography, size and/or shape.

2. Explain what rights and privileges enjoyed by other properties in the same zone and neighborhood would be denied your property by enforcement of the zoning ordinance.

3. Explain how the granting of this variance will not be detrimental or injurious to other properties and/or improvements in the same zone and neighborhood.

4. Explain how the granting of this variance will not be contrary to the objectives of the general plan.

5. Explain how the proposed variance will not limit animal keeping on the subject property.

FORM "I"

ENVIRONMENTAL INFORMATION FORM

(To be completed by private project applicant to assist staff in completing initial study)

DATE FILED:_____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Address of project:

3. Assessor's Block and Lot Number:

4. Name, address, and telephone number of person to be contacted concerning this project:

5. Indicate number of the permit application for the project to which this form pertains:

6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

7. Existing zoning district:

8. Proposed use of site (project for which this form is filed):

PROJECT DESCRIPTION

9. Site size.

10. Square footage.

11. Number of floors of construction.

12. Amount of off-street parking provided.

13. Attach plans.

14. Proposed scheduling.

15. Associated projects.

16. Anticipated incremental development.

17. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents and type of household size expected.

18. If commercial, indicate the type, whether neighborhood; city-or regionally-oriented, square footage of sales area and loading facilities.

19. If industrial, indicate type, estimated employment per shift and loading facilities.

20. If industrial, indicate type, estimated employment per shift and loading facilities.

21. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes	No	
☐	☐	22. Change in existing features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours.
☐	☐	23. Change in scenic views or vistas from existing residential areas or public lands or roads.
☐	☐	24. Change in pattern, scale or character of general area of project.
☐	☐	25. Significant amounts of solid waste or litter.
☐	☐	26. Change in dust, ash, smoke, fumes or odors in vicinity.
☐	☐	27. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
☐	☐	28. Substantial change in existing noise or vibration levels in the vicinity.
☐	☐	29. Site on filled land or on slope of 10 percent or more.
☐	☐	30. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
☐	☐	31. Substantial change in demand for municipal services (police, fire, water, sewage, etc).
☐	☐	32. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).
☐	☐	33. Relationship to a larger project or series of projects.
☐	☐	34. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?
☐	☐	35. If you answered yes to Question 33, may this project cause significant effects on the environment that were not examined in the prior EIR?

ENVIRONMENTAL SETTING:

36. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

37. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:	Signature:
	For:

CITY OF NORCO

PROPERTY OWNER LIST
LETTER OF CERTIFICATION

I, _____, certify that on _____, the attached property owners list was prepared and that said list contains the names and addresses of all persons to whom property is assessed, as found on the latest equalized Riverside County Assessment Roll, for a distance of 300 feet from the exterior boundaries of the property indicated below or within the minimum radius that is required such that a minimum of 25 property owners will be notified:

Address (if available):
Assessor's Parcel Number(s):

I further certify that said list is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection of the subject application.

Signature:	Date:
Name:	
Title Company :	
Address:	
Phone Number:	

CITY OF NORCO

SAMPLE MAILING LABELS

MAILING LABELS SHALL BE PREPARED AS FOLLOWS:

1. Mailing labels shall be placed on 8-1/2" x 11" sheets with 33 self-adhesive labels per sheet (three columns with 11 labels per column).

2. Three sets of mailing labels are required.

3. Each label shall include the assessor parcel number, owner name and address for each parcel within 300 feet of the subject property, or within the minimum radius that is required such that a minimum of 25 property owners will be notified, as shown on the latest equalized assessment roll of the Riverside County Assessor. In addition, mailing labels shall be provided for the owner of the subject property, the applicant and for the engineer and architect for the project.

SAMPLE LABELS:

129-230-002 Mr. and Mrs. Smith 1234 Republican Ave. Santa Barbara, CA 92860
129-230-003 George Williams 123 Fourth St. Norco, CA 92860
129-241-023 Mr. and Mrs. Johnson 123 Fourth St. Norco, CA 92860

SAMPLE SHEET WITH 33 LABELS:

=====		
=====		
=====		

CITY OF NORCO

PLANNING REVIEW PROCEDURE

THE PROCEDURE FOR REVIEW OF PLANNING APPLICATION CONSISTS OF THE FOLLOWING:

1. PRELIMINARY PROJECT REVIEW (optional): This is preliminary review of the project provided by the Planning, Building, Engineering, and Fire departments. Comments and concerns are returned to the applicant normally within two weeks. No fee is required for the first preliminary review.

2. SUBMITTAL OF APPLICATION: Applicant submits all the required materials and information and pays any applicable fees to initiate the review process. Upon submittal of the application, staff is allowed 30 days to determine whether the application is complete or incomplete. If the application is complete, it will be scheduled for Project Review Board or Planning Commission, depending on the type of project. If the application is deemed to be incomplete, staff will notify applicant that additional materials/information must be submitted before the application can be processed further.

3. PROJECT REVIEW BOARD: This Board consists of city staff who meet and discuss the project with the applicant at an informal meeting and recommends any necessary revisions to the project. In addition, any potential environmental impacts or issues will be addressed at this time. This step may or may not be necessary depending on the type of project proposed. The Project Review Board meets the Thursday after each Planning Commission meeting.

4. PARKS AND RECREATION COMMISSION: This Commission reviews and makes recommendations to the Planning Commission regarding proposed parks. This step may or may not be necessary depending on the type of project proposed. The Parks and Recreation Commission meets on the second and fourth Mondays of each month.

5. STREETS AND TRAILS COMMISSION: This Commission reviews and makes recommendations to the Planning Commission regarding proposed street and trail improvements. This step may or may not be necessary depending on the type of project proposed. The Streets and Trails Commission meets on the first and third Mondays of each month.

6. PLANNING COMMISSION: This Commission is the final decision-making body for all applications except tentative tract and parcel maps, general plan amendments, zone changes, annexations, and decisions which are appealed to the City Council. The Planning Commission meets on the second and last Wednesdays of each month.

7. CITY COUNCIL: This is the final decision-making body for tentative tract and parcel maps, general plan amendments, zone changes, and annexations. In addition, the City Council reviews and renders final decisions on any appeal of Planning Commission decisions or conditions. The City Council meets on the first and third Wednesdays of each month.

CITY OF NORCO

SITE PLAN CHECKLIST

SITE PLANS SHALL INCLUDE ALL OF THE FOLLOWING INFORMATION (UNLESS SAID INFORMATION IS NOT APPLICABLE TO THE SUBJECT APPLICATION):

1. All plans shall be drawn/formatted in uniform sized sheets no greater than 24" x 36" and must be scaled. All plans shall be clear, legible, and accurately drawn. **Plans not conforming with these guidelines and the requirements listed below will not be accepted.**

2. Persons/firms responsible for project (names, addresses, and telephone numbers) such as property owners, developers, architects or engineers.

3. Site plan identification including north arrow, date of preparation, property boundary lines, dedications for public use, street center line, and right-of-way lines.

4. Project identification including descriptive title, vicinity map, assessor parcel numbers, and legal description.

5. Zoning and land use of surrounding property.

6. Grading and drainage including existing ground contours not less than 50 feet beyond property lines, proposed pad elevations and slope banks, and proposed drainage pattern and type of drainage systems.

7. Street, alley and parkway improvements (inclusive of sidewalks, drive approaches, streetlights, curbs, trees, etc.) to a distance of not less than 50 feet beyond property lines.

8. Existing structures/easements (indicate out to a distance not less than 50 feet beyond property lines): a) Buildings over 120 square feet; b) Fences and walls (indicate height and type); c) Fire hydrants and above ground utility structures (i.e., poles, meters, etc.); d) On-site underground utility structures (i.e., water, sewer, storm drains); e) Off-site utility structures which must be extended to serve the project (indicate distances); f) Easements (indicate purpose and dimensions); and g) Existing on-site trees (identify size, type and proposed disposition).

9. Proposed buildings and structures: a) Location, dimensions, area and height; b) Location of proposed building fire walls and fire resistive separations; c) Building entrances and exits; d) Outdoor storage areas including trash, mechanical services, material storage, etc.; e) Locations, dimensions, height and type of screening materials of storage areas; and f) Proposed walls and fences including location, dimensions, height and materials.

10. Indicate on all proposed lots: lot number, dimensions, area (gross and net square footage), proposed pad area, pad elevation, building pads, and the Primary Animal-Keeping Area (PAKA).

11. Proposed building setbacks and distance between buildings and structures.

12. Proposed on-site circulation pattern for vehicles, pedestrians, and equestrians (indicate location, dimensions, directional arrows).

13. Parking facilities for standard, handicap, and loading spaces (indicate location and dimensions).

14. Proposed landscape areas.

15. Site plan summary (to appear as notes on site plan): a) Site acreage; b) Site zoning and land use (existing and proposed); c) Proposed buildings and structures (indicate type of construction, roof materials, total building and ground floor area of each building, and total building coverage (square feet and percentage); d) Landscaped area required and provided; e) Total paved parking area; f) Parking spaces required and provided including handicap spaces; and g) Loading spaces required and provided.