



**Community & Economic Development Department  
Planning Division**  
14177 Frederick Street  
P. O. Box 88005  
Moreno Valley, CA 92552-0805  
**(951) 413-3206**  
**FAX: (951) 413-3210**

**VARIANCE**  
**SUBMITTAL**  
**REQUIREMENTS**

Variances may be granted by the Planning Commission when special circumstances, such as lot size, shape, topography, location or surroundings, create a hardship because the strict application of the Development Code would deprive the property owner of privileges enjoyed by other properties in the same district. Variances may include, but are not limited to, the following types of development requirements; but in no case shall a variance be granted to a "use".

Parking/Loading Requirements	Landscaping
Setback/Yard Requirements	Screening
Area Requirements	Lot Coverage
Height Requirements	Fence/Walls
Open Space	Depth/Width

**SUBMITTAL REQUIREMENTS**

- \_\_\_ 1 Completed and signed application form
- \_\_\_ 1 Copy of the fee receipt
- \_\_\_ 2 Copies of Preliminary Title Report (shall include recorded easements)
- \_\_\_ 1 Mounted set of photos of site and adjoining properties with location and direction of the photos indicated (use site plan below as base)
- \_\_\_ 10 Copies of an 8 1/2" x 11" map of project site, inclusive of surrounding land uses and improvements.
- \_\_\_ 10 Copies of an 8 1/2' x 11" diagram depicting variance request.
- \_\_\_ 10 Copies of a written description outlining the reasons for the variance request.

**PUBLIC HEARING ITEMS**

- \_\_\_ 1 One assessor's parcel map indicating all parcels within 300 feet of the exterior boundaries of the change of zone (or a radius as stipulated by the Community & Economic Development Director). Indicate the radius line and the change of zone.
  
- \_\_\_ 2 Two sets of gummed labels and one "paper" copy which contain the names, addresses and parcel numbers of property owners within the 300 foot radius of the exterior boundaries of the subject property (or alternative radius as determined by the Planning Division) and two sets of gummed labels and paper copy of the names and addresses of the subject property owner(s), applicant and representative.
  
- \_\_\_ 1 Certification of Property Owners List - If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification below.

**PROPERTY OWNERS LIST CERTIFICATION**

I, \_\_\_\_\_ certify that on \_\_\_\_\_ the attached property owners  
(Print Name) (Date)

list was prepared by \_\_\_\_\_ pursuant to the noticing requirements of the City of  
(Print Name)

Moreno Valley Community & Economic Development Department – Planning Division. Said list is a complete compilation of owner(s) of the subject property and all other property owners within a \_\_\_\_\_ foot radius of the exterior boundaries of the subject property and is based upon the latest equalized assessment rolls.

I declare under penalty of perjury that the information is true and correct to the best of my knowledge; I understand that incorrect or incomplete information may be grounds for rejection or denial of the application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)