



CITY OF PORTERVILLE
Community Development - Planning Division

APPLICATION FOR VARIANCE

NOTE: The basic purpose of the Variance Chapter 607 of the Porterville Development Ordinance is to assure that the approval of a variance will be reviewed in order to carry out the purposes of the Ordinance and to protect the public health, safety and welfare, due to the unique and special characteristics of such uses.

Permit Number _____

Resolution Number _____

CHECK ALL BEING APPLIED FOR:

- Conditional Use Permit
- Building Permit
- Other _____

Project Name: _____

Name of Applicant /Agent: _____ Telephone: _____

Address of Applicant /Agent: _____

Name of Property Owner: _____ Telephone: _____

Address of Owner: _____

Project Location (address, cross street): _____

Assessors Parcel Number(s): _____

The applicant requests a Variance for the following purposes:

Date of most recent sale of property: _____

If applicant is the lessee, give date property was leased: _____

List below the original deed restrictions pertaining to the type of improvements permitted.

Date said restrictions expire: _____

(Please attach a copy of original printed restrictions in answer to this question. Properly underline those features controlling the type and class of uses permitted).

REQUIREMENTS FOR FILING APPLICATION FOR VARIANCE

- 1. Variance Application Form**
- 2. Project Review Committee**
- 3. 300-Foot Radius Map and Property Owners' List**
- 4. Plot Plan, Drawings and Photographs**
- 5. Filing fee as identified in the Fee Schedule**

1. The Zone Variance Application must be filled out completely. The application must be signed by the owner(s) or authorized agent under penalty of perjury in the space provided on Page 2.
2. The Project Review Committee application form is to be submitted with the Variance application and nine (9) copies of the plot plan. The meeting will take place on the second Wednesday from the week of submittal. After receiving the recommendation from the Project Review Committee meeting, the remainder of the items and any changes will be resubmitted to the City for processing.
3. The 300-Foot Radius Map accompanying the application must be to a suitable scale and must be accurate. It must show each parcel, wholly or partially, within 300-feet of the most outer edge of the project site. Each parcel must be consecutively numbered to correspond to owner's name on the Property Owners' List.

The Property Owners List must be current within 90 days of the first public hearing date and must be typewritten, or printed legibly, on Avery 5160 or equivalent mailing labels, and must include the owner's name and mailing address. Each owner's name on this list must be numbered to correspond with the numbering placed on the 300-foot Radius Map. The list must be of the latest available assessment roll and may be obtained through the Tulare County Assessor's Office or Title Company. The signed affidavit attests to the accuracy of the radius map and property owners list and must accompany the application.

4. The Plot Plan, if applicable, must be drawn to a readable and accurate scale and size showing the parcel dimensions and dimensions of site improvements, its location with respect to adjacent streets, and the location of all existing and proposed buildings, structures or other improvements, with their distances from the parcel line clearly shown (9 copies initially with additional copies to be submitted prior to public hearing). It is suggested to include photos and drawings of the proposed buildings on a scale large enough to illustrate the subjects under discussion. Photographs or drawings of structures are also helpful, and elevation drawings, including color scheme, may be required.
5. The filing fee is due after the PRC conditions have been presented to the applicant and upon submittal of Variance application.

**This application is not a permit.
Submit this information and the application to the Planning Division, City Hall, Porterville,
California. The application must be complete in every respect, with all questions answered
completely, before the City Planner can receive and certify the petition.**