



**CITY OF SONORA  
PLANNING COMMISSION  
VARIANCE PERMIT APPLICATION**

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF PROPERTY INVOLVED: \_\_\_\_\_

ASSESSORS PARCEL NUMBER OF PROPERTY INVOLVED: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT BUILDINGS: \_\_\_\_\_

REQUEST: \_\_\_\_\_

**PREREQUISITES BEFORE APPLICATION CAN BE CONSIDERED COMPLETE:**

1. Completion of application form and payment of fees: **\$325.00**
2. Submittal of twenty (20) copies of complete site plan showing the size and location of the parcel; placement of existing and proposed structures with dimensions from property lines and other structures; parking area; walkways and driveways.
3. One (1) copy of legal description of property deed records.
4. One (1) copy of reduced site plan and elevations plan.
5. Other information may be required upon review by the Planning Department.

I certify that the foregoing is true and correct to the best of my knowledge and belief.

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

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**FOR CITY USE ONLY**

Received by: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Account # 303-04107-001**

File: wp/originals/variance permit application

## VARIANCE

**PURPOSE** - Variances are granted to waive certain requirements which, if adhered to, would create unintended or unfair restrictions or hardships when compared to other similar properties. Occasionally, a property will be found which has unique characteristics which cause such conditions.

**PROCESS** - The applicant will be required to provide data showing that other similar properties exist which have the right or benefit requested. As such variance application is an individual need, discussion between the applicant and Planning Department staff is necessary.

The Planning Commission may grant a variance if it finds that strict adherence to a regulation may cause unnecessary hardship, and that all of the following exist:

1. Exceptional or extraordinary circumstances or conditions, not resulting from any act of the owner or applicant, apply to the property and not generally to other properties in the vicinity or the same zone.
2. The exception does not constitute a special privilege in-consistent with the limitations upon other properties in the vicinity or the same zone.
3. The exception is the minimum necessary for the reasonable use of the property.
4. The exception is not injurious to the neighborhood, is consistent with the intent of Chapter 17 of the Sonora Municipal Code, and with the purposes of the zone in which the variance is requested.

### **THE ABOVE FINDINGS MUST BE SUPPORTED BY DATA SUPPLIED BY THE APPLICANT:**

The applicant will provide 20 copies of the required submittals, along with a completed application and fee as set by the City Council. The Community Development Director will review the application, location for completeness and advise the applicant of date of Planning Commission action. The Planning Commission meets on the second Monday of each month (if that date is a holiday, the meeting will be held on Tuesday). The applicant will receive, by mail, a copy of the agenda, and any staff reports prepared.

At the Planning Commission meeting, the Chairman will open the public hearing and ask staff to present its report. The Chairman will then call for those in favor of the request, then those opposed to the request. After receiving all public input, the hearing is closed, and the Planning Commission will make its decision.

**APPEALS:** After the Planning Commission's decision on any item, there is a required ten (10) day calendar day appeal period to allow the applicant, or interested party, to appeal the decision to the City Council. After the appeal period is passed, the applicant may obtain any further permits or licenses that may be required by the City.