VARIANCE CHECKLIST

Per Development Code section 17.20.030, variances may be granted by the Planning Commission to provide flexibility from the strict application of development standards when special circumstances pertaining to the property such as size, shape, topography, or location deprives such property of privileges enjoyed by other property in the vicinity and in the same zone (consistent with the objectives of this title). Variances may not be granted to a land use regulation, to increase the maximum allowed residential density except as allowed by state law, or to waive or modify a procedural requirement. A variance may be approved with respect to the following types of development requirements:

- Parking and Loading Space Requirements
- Street Setback Requirements
- Yard Requirements
- Area Requirements
- Height Requirements
- Landscaping
- Screening
- Lot Coverage
- Open Space
- Fence/Walls

SECTION 1: Filing Requirements

☐ 1. Variance Application through our Online Permit Center at https://www.cityofrc.us/onlinepermitcenter.

☐ 2. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**

☐ 3. Signed Hazardous Waste Site Statement (attached) uploaded to the online application.

☐ 4. One site plan, drawn to scale, indicating the subject property, surrounding land uses, and the proposed variance (See attached example). Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

☐ 5. A written justification outlining the reasons for the variance and how this variance is compatible with the surrounding area. Please upload this document to the online application.

☐ 6. Filing Fees (See Section 2) will be assessed after all required documents are uploaded to the online application.

SECTION 2: Filing Fees

Refer to the Development Fee Schedule for most current fees (https://www.cityofrc.us/community-development). Additional fees may apply upon review of the application.

☐ Variance .... See current fee list.

SECTION 3: Findings – before granting a variance, the Planning Commission must make all of the following findings.
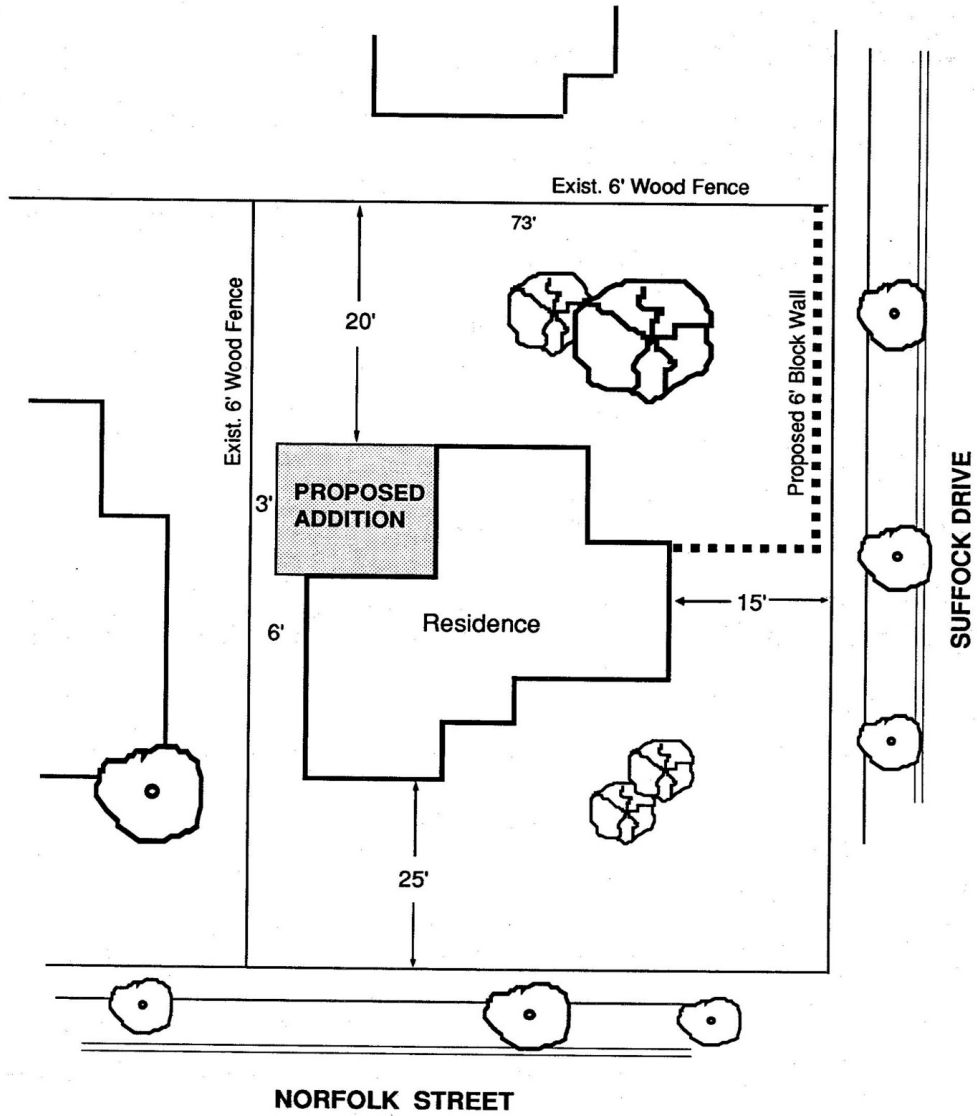
a. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this code;

b. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties in the same zone;

c. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone;

d. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zone;

e. That the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.

SECTION 4: Approval Process

1. Notification: Prior to consideration of a variance, the Planning Director shall cause notice to be mailed to all property owners within a 660-foot radius, and by publishing notice in at least one newspaper of general circulation in the city, at least 10 days prior to the public hearing.

2. Public Hearing: The Planning Commission shall conduct a hearing to consider the facts and to receive public testimony concerning the proposed variance.

3. Action by Planning Commission: Following conclusion of the public hearing, the Planning Commission may (1) grant approval as requested by the applicant, (2) grant approval in a modified form, (3) continue the item (usually for the purpose of further research), or (4) deny the variance. If approved, the Planning Commission may impose conditions.

4. Effective Date: The decision of the Planning Commission shall be effective after a 10-calendar day appeal period.

5. Appeals: If appealed, the matter will be scheduled for City Council public hearing and re-noticed.

SAMPLE

Exist. 6' Wood Fence

Exist. 6' Wood Fence

Proposed 6' Block Wall

SUFFOCK DRIVE

73'

20'

3'

PROPOSED ADDITION

6'

Residence

15'

25'

NORFOLK STREET

Lee Clegg
12012 Norfolk
987-2915
APN: 227-282-09

PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:

Location of Project:

Assessor's Parcel Number:

Applicant Name:

Phone Number:
Email:

Address:

Type of Review Requested

- ☐ Certificate of Appropriateness
- ☐ Certificate of Economic Hardship
- ☐ Community Plan Amendment
- ☐ Minor/Conditional Use Permit
- ☐ Major Design Review
- ☐ Development Agreement
- ☐ Development Code Amendment
- ☐ Entertainment Permit
- ☐ General Plan Amendment
- ☐ Hillside Design Review
- ☐ Home Occupation Permit

- ☐ Landmark Alteration Permit
- ☐ Large Family Daycare Permit
- ☐ Mills Act
- ☐ Minor Design Review
- ☐ Minor Exception
- ☐ Plan Check/Zoning Clearance
- ☐ Planned Community
- ☐ Pre-Zoning
- ☐ Public Convenience or Necessity
- ☐ Reasonable Accommodation
- ☐ Sign Permit

- ☐ Similar Use Determination
- ☐ Site Development Review
- ☐ Specific Plan Amendment
- ☐ Temporary Use Permit
- ☐ Tentative Subdivision Map
- ☐ Tree Removal Permit
- ☐ Uniform Sign Program
- ☐ Vacation of Easement
- ☐ Variance
- ☐ Zoning Map Amendment
- ☐ Other: _____

OWNER DECLARATION

I declare that, ☐ I am the owner, ☐ I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:

Signature:

Print Name and Title:

Phone Number:
Email:

Address:

ONLINE PERMIT CENTER
ELECTRONIC DOCUMENT REVIEW (EDR)
SUBMISSION REQUIREMENTS

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

Layers:	**No multiple layers. Layers must be merged or flattened.**
Format:	**Vector preferred**
Resolution:	**300 pixels per inch (PPI)**
Color Depth:	**Monochrome (1-bit)**
File Size:	**1 megabyte (MB) avg. per sheet. 100 MB total**
Grouping:	**Multiple-sheet PDF (single file with multiple sheets)**
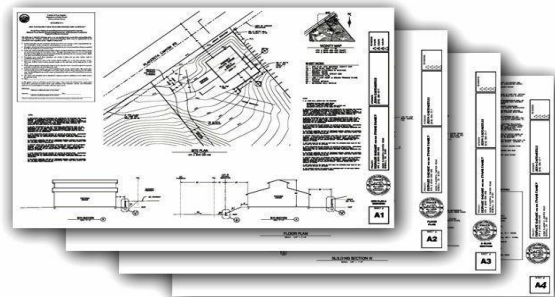


plans.pdf (multiple sheets)

✓Correct

See "Formatting Q&A" on page 3 for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

✓ Correct

Updated 2/2025
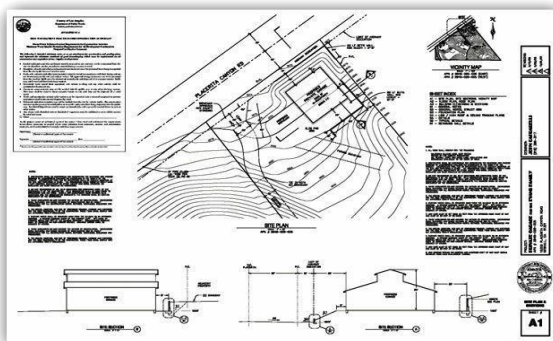
All sheets must be consolidated into one plan set up to a maximum size of 100 MB. Please consolidate plans to the fewest number of files possible.
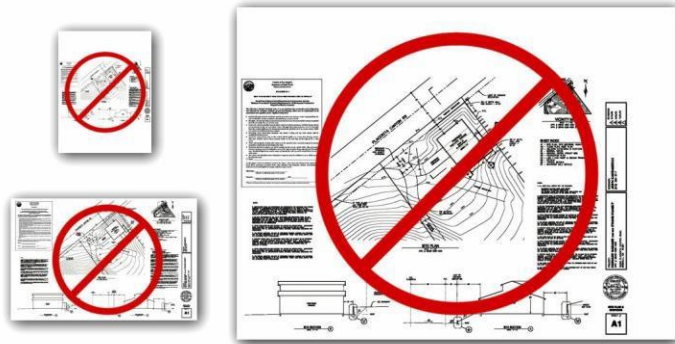
Incorrect sheet size, scale, or margins will not be accepted.

Incorrect orientation will not be accepted.

FORMATTING Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*
Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving, and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*
Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*
Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Updated 2/2025

Question: **My PDF files are too big. What am I doing wrong?**

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).

- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

Question: **How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?**

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: ***Some raster images are loading slowly in the PDF reader. What am I doing wrong?***

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.

Updated 2/2025