



# City of Morro Bay

## Community Development

955 Shasta Avenue  
Morro Bay, CA 93442  
(805) 772-6261

[www.morrobayca.gov](http://www.morrobayca.gov)

# Variance Application

### For Department Use Only:

Case No: \_\_\_\_\_

Fees Paid:  \$ \_\_\_\_\_

Concurrent Permit(s): \_\_\_\_\_

### Project Information:

Project Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_

Accessor's Parcel Number (APN): \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Concurrent with other Permit?:  Yes  No

Brief Description of Variance Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Property Owner (If Different than Applicant):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_

**Note:** Acceptance of this application does not imply approval/authorization of this request. I realize that this application may be denied or that conditions may be attached to this request to assure compliance with applicable Municipal Code requirements.

Applicant Signature:	Date:
Agent Signature:	Date:
Property Owner Signature:	Date:

**FOR APPLICATION SUBMITTAL REQUIREMENTS, SEE NEXT PAGE**



# City of Morro Bay

## Community Development

### Planning Permit Submittal Requirements

#### Variance Requests – General Requirements

**Paper Submittals:** 5 full sets of plans 24"x36", one full set of plans reduced to 11"x17" and one electronic copy.  
*All plans must be folded to 9"x12"*

**Digital Submittals:** Please upload application to the City's Community Portal here:

[https://app03.cityworksonline.com/CLIENT\\_MorroBayCA-Public/login](https://app03.cityworksonline.com/CLIENT_MorroBayCA-Public/login)

**NOTE:** *Below are the minimum submittal requirements. Additional information may be required to fully evaluate the variance request following initial review by staff, including, but not limited to a Biological Resources Assessment, a Phase I Preliminary Archeological Survey, or a preliminary title report. If you have any questions, please contact Planning staff prior to submitting an application.*

*If the Variance request is concurrent with another permit, please see the submittal requirements for that permit type.*

#### General

Variance Application Supplement (See Page 5), including complete project description and justification

#### Site Plan

Topography

Drainage

Location and use of structures on adjoining properties

Elevations – dimensioned

Indicate the height of all structures from the natural and finished grade

Floor Plans – dimensioned

# Variance Application Supplement

Attach this supplement to the Variance Application form. Please type or print clearly. Attach additional sheets as necessary.

## JUSTIFICATION FOR A VARIANCE

The Variance allows an applicant to obtain relief from a development standard or zoning requirement that should not be applied to the proposed project because of some unusual circumstance relating to the physical characteristics of the project site. California State Law (Government Code Section 65906) provides granting a Variance from the strict terms of a zoning ordinance only when special circumstances applicable to the property including: size, shape, topography, location, and surroundings deprives the property of privileges enjoyed by others' properties in the surrounding vicinity. The law also requires that the granting of any Variance shall not constitute a special privilege inconsistent with the zoning limitation on other properties in the vicinity and in the same zone district. The Government Code prohibits granting a Variance to authorize a land use or activity not normally allowed by the zoning that covers the property.

The zoning ordinance (Section 17.44.070) allows the granting of a Variance only when findings (based on the state law) can be made. This form helps the applicant explain how the requested Variance will satisfy the required findings.

### 1. PROJECT DESCRIPTION

Provide a complete narrative describing requested variance.

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## 2. EXPLANATION OF FINDINGS

Explain how there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to property in the vicinity and identical zoning district, and how the granting of a variance will not constitute a granting of special privilege inconsistent with the limitations on the property in the vicinity and identical zone district.

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Describe how the granting of a variance is necessary to prevent a physical hardship which is not of the applicant's own actions or the actions of a predecessor in interest.

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Explain how the granting of the Variance will not be detrimental or injurious to property or improvements in the vicinity, and will not be detrimental to the public health, safety, general welfare, or convenience.

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Explain how the granting of the Variance will be consistent with the general purposes and objectives of title 17.44 of the Morro Bay Municipal Code, any applicable specific plans, and of the General Plan.

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Applicant Signature:	Date:
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