



# **VARIANCE**

## **City of Duarte**

### **A. Definition**

1. A permit for deviation from the provisions established in the zone in which the property is located. From specific sections of the zoning code, it may be granted if it can be shown that because of special circumstances inherent in the property, the strict application of the code would deprive a property of privileges enjoyed by other properties in the same areas and having the same zone.

### **B. Basic Requirements**

1. Completed application.
2. 10 copies of the plot plan.
3. Vicinity map.
4. Property owners list, 600' radius map, 2 sets of gummed labels.
5. Fee-\$450.00

### **C. Procedures**

1. Application  
(Initiated by applicant- All required forms, fees, and "environmental assessment form" submitted with application. No action taken until all forms are submitted).
2. Initial Study  
(Lead Agency)
3. E.I.R. or Negative Declaration
4. Staff investigates property and prepares Staff Report.
5. Legal Notices:

- A. Newspapers- Must be published ten (10) days prior to 1<sup>st</sup> Public Hearing.

Duartean- Star News building  
525 East Colorado Blvd.  
Pasadena, California  
Attention: Legal Desk

- B. Posting- Must be posted ten (10) days prior to 1<sup>st</sup> Public Hearing.

Duarte City Hall  
Duarte Library  
Duarte Public Safety Office

- C. Notify all property owners within a six hundred foot (600') radius, ten (10) days prior to the hearing.

6. The Director of Community Development has the discretion to schedule the matter for Public Hearing before the Planning Commission.
7. Public Hearing held at Planning Commission meeting.
8. Notice of Determination sent to County Recorder.