

DRIVEWAY VARIANCE

Relevant Information

Date _____
Location _____
Applicant _____
Email/Phone _____
Variance _____
Code Section _____
Concurrent Application(s) _____

Required Documents

1. Written request for variance to include reason for request and special circumstances (if any), previous entitlements or other relevant approvals, current and proposed use, etc.
2. Letter of Agency authorizing variance to be obtained in behalf of the property owner (if necessary).
3. 8½ x 11 drawing that clearly indicates all pertinent information for the requested variance, including the location and dimension of affected driveway, existing features of the site, special conditions, etc.
4. Pictures of subject property showing the proposed location of the driveway and pictures of other properties with similar driveway situation.
5. Pay the appropriate fee: \$320 per driveway.

Submit these items to: **City of Sacramento Public Counter**
3rd Floor, 300 Richards Boulevard
Sacramento, California 95811

Or mail to: **Zarah Lacson**
Department of Public Works
Transportation Division
915 I Street
New City Hall, 2nd Floor
Sacramento, California 95814

For any questions regarding the required documents, please call Zarah Lacson at (916) 808-8494.

THE FOLLOWING NEEDS TO BE SHOWN ON THE DRIVEWAY VARIANCE EXHIBIT:

1. North Arrow
2. Property address
3. All adjacent driveways and distance from proposed driveway
4. Proposed driveway's width and length
5. Garage/parking pad location
6. Any existing and/or proposed gates on-site: include whether manual or mechanical. Show distance from right-of-way line
7. Existing trees: include type and diameter at shoulder height and distance from proposed driveway
8. Existing curb, gutter, planter, sidewalk, street lights, hydrant, street signs, drain inlet and any other public improvements near and within the location of the proposed driveway
9. Streets adjacent to the subject property
10. Right-of-way lines
11. Property lines

Important!

The application letter must be **signed** by the applicant.

If the applicant is not the owner, a Letter of Agency must be submitted with the application. (Staff must verify that the correct property owner is named on the Letter of Agency)

The application letter must explain the reason for a variance and why the City's driveway standard requirements cannot be met.

Information regarding any recent tree, fence or gate removal or any other information that may affect the proposed driveway must be added into the application letter.

The processing time for a driveway variance application is approximately 4 to 6 weeks from the date a **complete** application has been submitted.

The exhibit must be in an 8 ½" x 11" size paper.

Do not include floor plans on the exhibit. A house plot showing the garage location is sufficient.

Copies of the exhibit will be mailed out to abutting property owners as part of the approval notification process. It is important that the exhibit is neat, presentable and legible.

If the exhibit is not deemed acceptable (too much unnecessary information, not legible, missing important information), the applicant will be required to submit a revised exhibit which could delay the processing of the application.