



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

# MINOR VARIANCE APPLICATION

**APPLICANT:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

**LEGAL OWNER:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

**REPRESENTATIVE/CONTACT PERSON:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

Please send correspondence to (check one)  Applicant  Property Owner  Representative/Contact

**BUSINESS LICENSE NUMBER (Required)** \_\_\_\_\_  
License Number Expiration Date

Project Address: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Existing General Plan/Zoning: \_\_\_\_\_ Existing Land Use \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_ Acres/Sq.Ft. \_\_\_\_\_  
(Photo essays are encouraged to be submitted)

Legal Description: \_\_\_\_\_

Project Summary: \_\_\_\_\_  
(REQUIRED)

**Any false or misleading information shall be grounds for denial  
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.**

Wet Ink Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

CASE NUMBER: VAR \_\_\_\_\_ RELATED CASE NUMBER: \_\_\_\_\_

FILING FEE: \$ \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

DATED SUBMITTED: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

## Minor Variance

The Community Development Department encourages all applicants to schedule a preliminary meeting with staff to review the proposed project prior to submittal of the application.

### I. SUBMITTAL REQUIREMENTS

- \_\_\_ 1. Applicable fees.
- \_\_\_ 2. One completed application form, including wet ink signature(s) of property owner(s).
- \_\_\_ 3. A written detailed project summary.
- \_\_\_ 4. Three Site Plans and drawings indicating the Minor Variance.

**Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.**

### II. PROCEDURES

1. Submit a complete application with all required signatures and exhibits as described in Section III.
2. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. The project applicant will receive a completeness letter stating that the project information has been determined sufficient for processing, or an incompleteness letter requesting corrections, clarification and/or additional information, which will provide the information necessary for staff. **The application cannot be processed until all required submittal items are received.**
3. Once the project has been approved, an approval letter is sent along with the final Conditions of Approval to the applicant/property owner.

**Any determination or action taken by staff to approve or disapprove an application may be appealed to the Director and then to the Planning Commission by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of staff's action.**