



MINOR EXCEPTION CHECKLIST

Per Development Code Section 17.16.110, minor exceptions may be needed to allow creative design solutions and to accommodate unique site conditions. A minor exception may be granted to modify certain standards as listed below.

Standard	Maximum Reduction or Increase
Maximum fence/wall height	2-foot increase
Minimum amount of parking or loading spaces	25% reduction* (in the amount required by code)
Minimum Setbacks	10% reduction
Build-to-Line (min./max.)	10% (reduction/ increase)
Maximum lot coverage	10% increase (% beyond the maximum allowed)
Maximum height (including ground floor height)	10% increase
Minimum ground floor height	10% decrease
Height for ancillary equipment	Max. 90 feet (see section 17.36.040(D)(4)(a)) Max.120 feet with CUP (see section 17.36.040(D)(b))
Maximum perimeter or block length	10% increase, or as determined by the director
Minimum setback structured parking in a form-based zone	10% reduction
Building placement within private frontage area	10% reduction (of the minimum percent required)
Shade producing frontage	Eliminate requirement
Nonresidential use mix	5% reduction

APPROVAL PROCESS

1. Notification: Prior to consideration of a Minor Exception, the Planning Director shall cause notice to be given to contiguous property owners, by mail, 10 days prior to the decision on the application.
2. Action by Planning Director: Following the notification period, the Planning Director may (1) grant approval as requested by the applicant, (2) grant approval in a modified form, or (3) deny the application.
3. Effective date of approval: The decision of the Planning Director shall be effective 10 calendar days after the date of the decision unless an appeal has been filed with the Planning Commission



SECTION 1: Filing Requirements

- 1. A Minor Exception 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. One site plan, drawn to scale, indicating the proposed Minor Exception, location of existing structures, and location of structures on adjacent properties (see attached example). Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 4. A written justification outlining the reasons for the Minor Exception and how this Exception is compatible with the surrounding area. Please upload this document to our Online Permit Center.
- 5. Filing Fees (see Section 2) will be assessed after all required documents are uploaded to the online application.

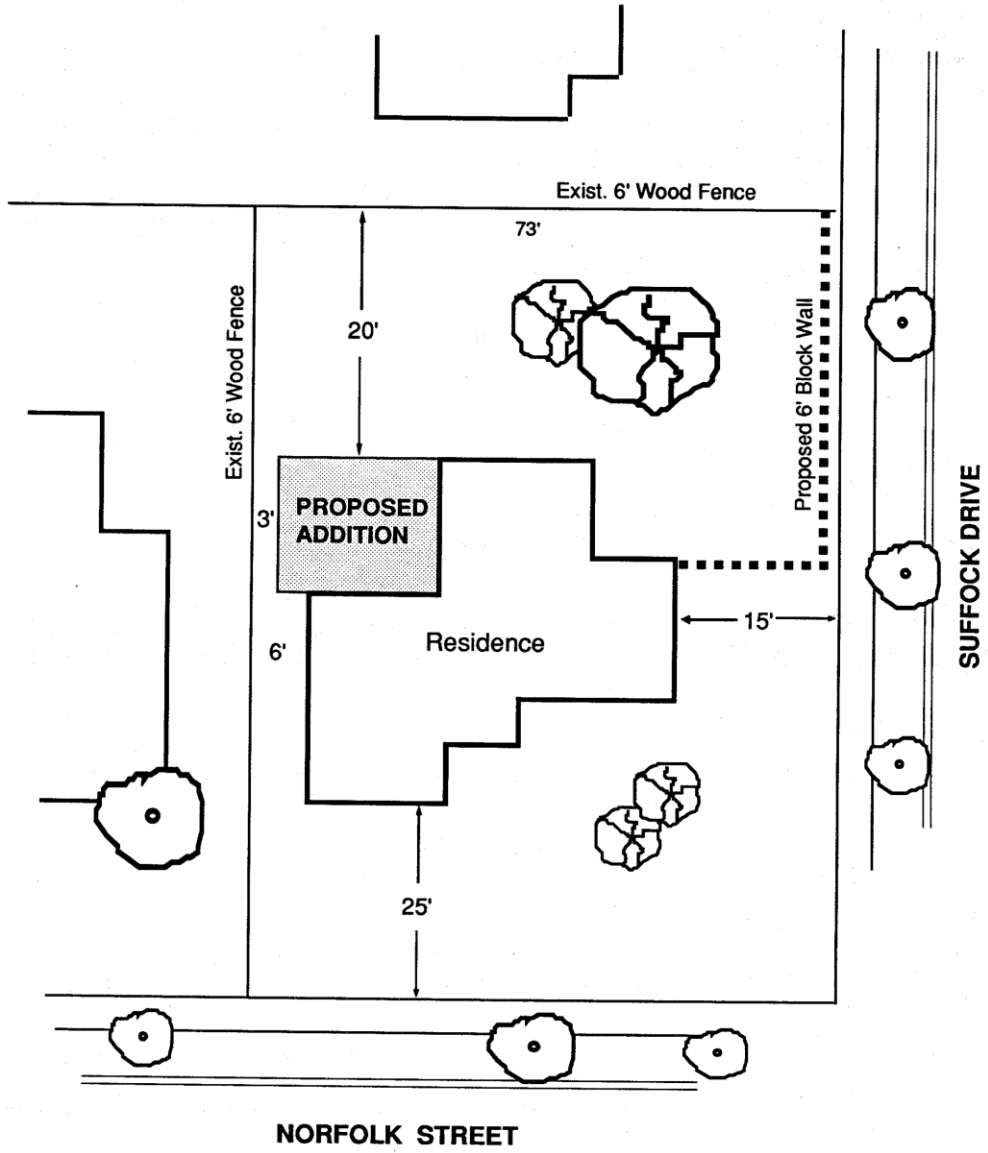
SECTION 2: Filing Fees

Refer to the Development Fee Schedule for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

- Minor Exception..... See current fee list.



SAMPLE



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

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Minor/Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> 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:		