



**BEAUMONT PLANNING DEPT.**  
550 E. 6th Street  
Beaumont, CA 92223  
(951) 769-8518  
BeaumontCa.gov

## **VARIANCE SUBMITTAL REQUIREMENTS**

- Fee: \$2,560.00

**Please provide the information below when submitting the completed application:**

- Completed Master Planning Application
- Site Plan including architectural elevations
- Preliminary grading and conceptual landscape plans (if applicable)
- Other completed applications (if applicable)
- 2 sets of 300' property owner's notification list, radius map and labels (mailed in)(details on the next page)
- Grant Deed
- Title Report (pulled not longer than 6 months prior)
- If not the property owner, provide a letter of authorization from property owner or landlord
- Home Owner's Association approval (if applicable)
- A written statement providing justification for the Variance based on findings required in BMC 17.02.110 (H)(1-5)

ALL DOCUMENTS SHOULD BE SUBMITTED ELECTRONICALLY UNLESS OTHERWISE NOTED

Note: Additional information may be required once the information submitted is reviewed and analyzed.

*After 6 months without activity or written communications, the City of Beaumont shall deem the application abandoned, in which a new application and fees will be required.*

## **REQUIRED PROPERTY OWNERS NOTIFICATION INFORMATION**

1. TWO identical packages to be inserted in separate envelopes. These packages shall consist of the following:
  - a. Two (2) sets of 300' property owner notification lists.
  - b. A photocopy of the aforementioned labels.
2. Four typed sets of gummed labels of the applicant, owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where applicant and owner, etc., are the same.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list.
4. One (1) exhibit/Map showing all parcels within 300 feet of the subject parcel. Each parcel should be labeled with property owner names.