



City of Los Banos
Planning Department
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VARIANCE PROCESS

I. What is a Variance?

- a. A limited exception to a requirement of the Municipal Code. A variance may be applied for when a parcel is more stringently burdened than another parcel in the same district without serving the public good.
- b. Not granted in masses, or in a way that would lead to another so that eventually it would lead to an unwanted effect on the zoning district.
- c. It is not intended to give special privileges that are not enjoyed by neighboring properties in the same zoning district.
- d. The hardship being relieved by a variance should not be self-induced.
- e. A variance shall not be used to try to correct or avoid the requirements of the Municipal Code which should be properly correct through ordinance amendment or zone change.

II. Review Process

- a. A complete application is submitted to the Planning Department
- b. Planning Department determines completeness within 10 business days
- c. Application is discussed at the next available Project Review Board (PRB) meeting
- d. Applicant will receive minutes and responses regarding issues discussed at PRB
- e. Environmental Review
- f. If there are no outstanding issues, scheduled for next available Planning Commission meeting
- g. Public hearing noticed 10 days before meeting
 - Newspaper
 - Mailed to property owner's within 300' radius of subject property
- h. Planning Commission by resolution can grant the variance subject to conditions, or can deny the variance
- i. If denied, may file a written notice with the Planning Director or with the City Clerk within 5 business days