



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.hemetca.gov

ADMINISTRATIVE ADJUSTMENT PERMIT SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Administrative Adjustment Permit application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE ADMINISTRATIVE ADJUSTMENT PERMIT APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Application processing fee pursuant to the latest adopted fee schedule.
- 3. Proof of ownership (i.e., grant deed).
- 4. A letter signed and dated by the applicant that addresses each of the following:
 - a. If the request is associated with another planning application, number and description of the associated application.
 - b. Description of proposed adjustment request.
 - c. Description of the unique physical circumstances applicable to the subject land including size, shape, topography, location, or surroundings.
 - d. Explanation of how a strict application of the zoning standards deprives the property of the right to use the land in a manner enjoyed by other conforming property in the vicinity under identical zoning standards.
 - e. Explanation of why approval of the proposed adjustment would not constitute a grant of special privileges which other conforming properties in the vicinity do not enjoy under identical zoning standards.
- 5. Two copies (8 ½ "x 11") of a site plan, diagram, or illustration of the proposed adjustment request, as appropriate.
- 6. Photo documentation
 - a. Photos of the project site.
 - b. Photos of the surrounding properties – north, south, east, and west.
- 7. One (1) electronic copy on a flash drive of all submission materials.

B. APPLICANT NOTIFICATIONS

1. The Community Development Director is responsible for the review and approval of all administrative adjustments. A written report on the administrative adjustment request shall be prepared by the Case Planner and a copy provided to the applicant
2. All correspondence, including the decision of the Community Development Director, will be sent electronically (e-mailed) to the project applicant as designated on the application form.
3. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

1. Hemet Municipal Code [Section 90-45](#).