



## VARIANCE REQUEST FORM

### Project and Property Information

Project Address(es): \_\_\_\_\_  
Assessor Parcel Number(s): \_\_\_\_\_

#### Requested Variance (Select one or more below)

- Reduce setback(s)  Reduce off-street parking/loading facilities
- Reduce build-to-line(s)  Parking stall dimensions. Please also submit information responsive to SMMC 27.78.020(b).
- Exceed floor area ratio  Increase of up to 25 percent of maximum distance of parking from the use served
- Allow land use of property with insufficient lot area  Shared parking for two or more uses, provided the uses do not occur simultaneously

### Conditions for Granting Variance(s):

Pursuant to SMMC 27.78, before approving a variance application, the Zoning Administrator or the Planning Commission must find that, due to unusual or unique conditions of the property, enforcing provisions of the Zoning Code would create a hardship. In the space below, or on a separate document if necessary, please respond to each question to help determine if the Conditions can be met.

**1. How do the physical features, shape, topography, or legal restrictions of the property make it difficult to use or improve?**

**2. How is the subject property unusual or unique compared to others within the same Zoning District and neighborhood?**

**3. How has the alleged hardship been created?**

**4. How will granting of the Variance affect the public health, safety and welfare of the community or improvement in the neighborhood?**

**5. How will the Variance affect the supply of light and air of adjacent properties, circulation, public safety or the property values in the neighborhood?**

*For more information, please see San Mateo Municipal Code 27.78 – Variances.*