

eCAPS #

DRIVEWAY VARIANCE APPLICATION

Permit # DRV

O W N E R	NAME	PHONE	EMAIL		
	BUSINESS NAME (IF APPLICABLE)				
	MAILING STREET ADDRESS		CITY	STATE	ZIP

(Alternate contact in the case of an owner representative)

C O N T A C T	NAME / POINT OF CONTACT	PHONE	EMAIL		
	BUSINESS NAME (IF APPLICABLE)				
	MAILING STREET ADDRESS		CITY	STATE	ZIP

V A R I A N C E I N F O	SITE ADDRESS (LOCATION OF SUBJECT VARIANCE REQUEST)				
	APPLICABLE CODE SECTION(S)				
	<input type="checkbox"/> 17.508.040 (J) - Driveway less than 5 feet from side of property. <input type="checkbox"/> 17.508.050 (A) - Driveway less than 20 feet long. <input type="checkbox"/> 17.508.050 (A) - Driveway less than 10 feet wide. <input type="checkbox"/> 17.508.070 (A) - Driveway backing onto non-local street. <input type="checkbox"/> 17.508.070 (D) - Gate within 20 feet of driveway entrance. <input type="checkbox"/> 17.508.040.(H) – Commercial driveway within 20 feet of another driveway <input type="checkbox"/> 17.508.040 (I) – Commercial driveway within 10 feet of a property line <input type="checkbox"/> 17.508.050 (B) – Commercial driveway widths <input type="checkbox"/> 17.508.050 (C) – Industrial driveway width <input type="checkbox"/> Other: _____				
DESCRIPTION OF REQUESTED VARIANCE & JUSTIFICATION					

RELATED PERMITS / APPLICATIONS: _____

PROPERTY OWNER'S SIGNATURE: _____ **DATE:** _____

DRIVEWAY VARIANCE APPLICATION INSTRUCTIONS

Submittal Requirements

1. Driveway Variance Application
 - Filled out and signed by property owner or property owner representative (with letter of agency) authorizing variance to be obtained on behalf of property owner.
 - Description of the variance and the reason for the request must be filled out.
 - Include special circumstances (if any), previous entitlements or other relevant approvals, current and proposed use, etc.
 - Explain the reason for the variance and why the City's driveway standard requirements cannot be met.
 - Information regarding any recent tree, fence or gate removal or any other information that may affect the proposed driveway must be added into the application.
 - A separate letter with the above information can be attached to the application form if more space is needed.
2. Site plan
 - 8½ x 11 drawing that clearly indicates all pertinent information for the requested variance, including the location and dimension of affected driveway, existing features of the site, special conditions, etc.
 - Include site elements such as utility poles, fire hydrants, mailboxes, fences, gates, speed humps, adjacent driveways, signs, etc. See Site Plan Requirements and Example attached to this application for additional information.
3. Pictures of subject property showing the proposed location of the driveway and pictures of other properties with similar driveway situation. Ensure that each photo is labeled with an address.
4. Application Fee:
 - Application Fee: See our [\[Fee Schedule\]](#)
 - Note: If submitting via email, the fee will be invoiced once the application package has been received by the Department of Public Works.

Submittal Instructions

1. Electronic Submittal: Email the submittal documents to DE@cityofsacramento.org
2. In person: physical application packages can be submitted on Tuesdays and Wednesdays at our Development Engineering Public Counter located at:

Development Engineering
300 Richards Blvd, 3rd Floor
Sacramento, CA 95811

3. Please do not mail in applications. If incomplete, they will be mailed back.

Driveway Variances take ~4-6 weeks for approval due to a contest period required for each approval.

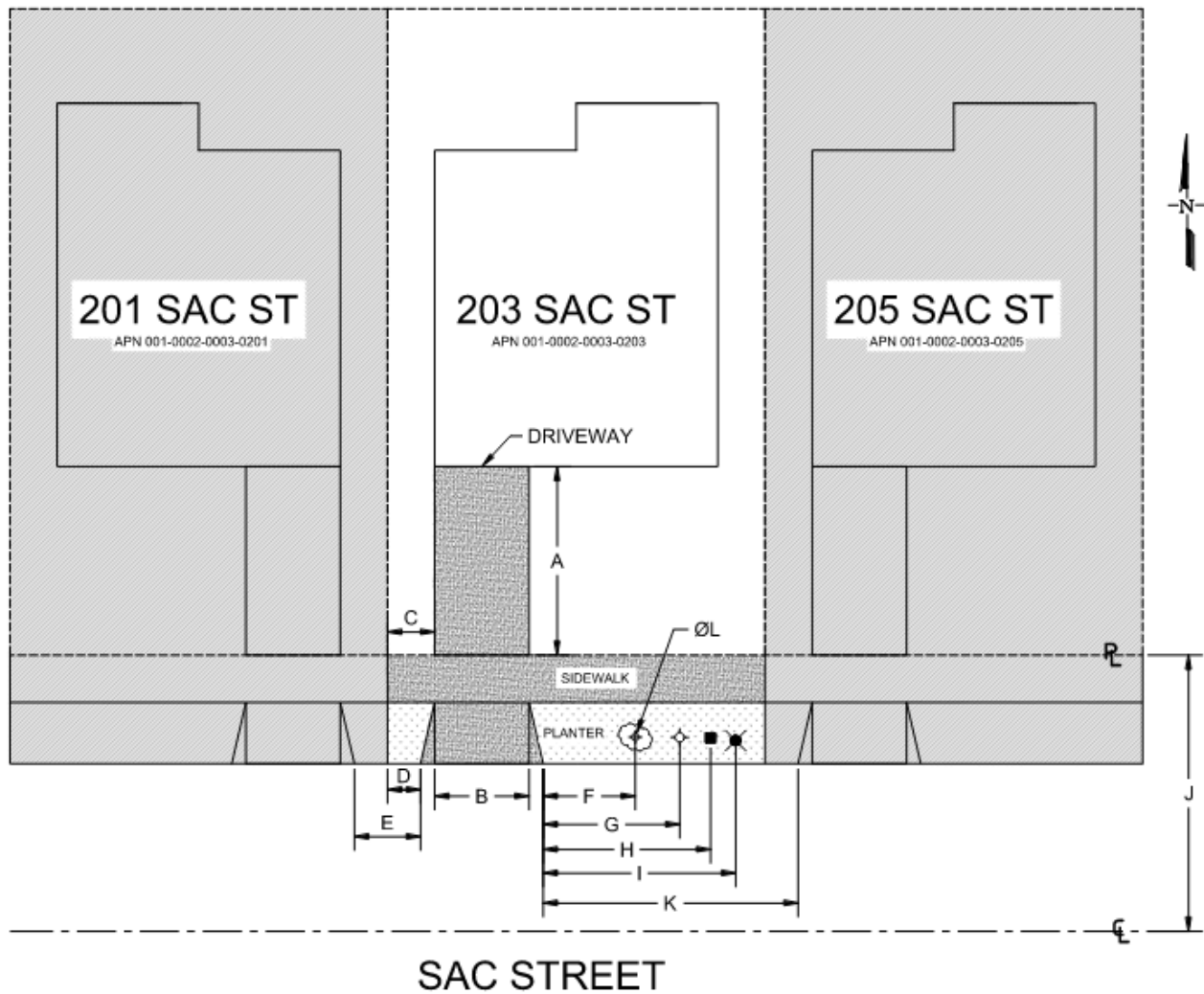
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED.

Site Plan Requirements

1. Must be on 8.5" x 11" size sheet. Copies of the exhibit will be mailed out to abutting property owners as part of the approval notification process. It is important that the exhibit is neat, presentable and legible.
2. North Arrow
3. Property address
4. All adjacent driveways and distance from proposed driveway. Include driveways across the street.
5. Proposed driveway's width and length
6. Garage/parking pad location. Do not include floor plans on the exhibit. A house plot showing the garage location is sufficient.
7. Any existing and/or proposed gates on-site: include whether manual or mechanical. Show distance from right-of-way line
8. Existing trees: include type and diameter at shoulder height and distance from proposed driveway
9. Existing curb, gutter, planter, sidewalk, street lights, hydrant, street signs, drain inlet and any other public improvements near and within the location of the proposed driveway. Include speed humps / speed lumps on the site plan when they are nearby.
10. Streets adjacent to the subject property (if nearby)
11. Right-of-way / Property lines

If the exhibit is not deemed acceptable (too much unnecessary information, not legible, missing important information), the applicant will be required to submit a revised exhibit which could delay the processing of the application.

Example Site Plan (For Reference Only)



NOTES:

- A = DRIVEWAY LENGTH
- B = DRIVEWAY WIDTH
- C = DISTANCE TO PROPERTY LINE FROM EDGE OF DRIVEWAY
- D = DISTANCE TO PROPERTY LINE FROM EDGE OF DRIVEWAY FLAIR
- E = DISTANCE TO ADJACENT DRIVEWAY FROM TOP OF FLAIR
- F = DISTANCE BETWEEN EDGE OF DRIVEWAY FLAIR TO TREE
- G = DISTANCE BETWEEN EDGE OF DRIVEWAY FLAIR TO UTILITY POLE
- H = DISTANCE BETWEEN EDGE OF DRIVEWAY FLAIR TO HYDRANT
- I = DISTANCE FROM EDGE OF DRIVEWAY FLAIR TO STREETLIGHT
- J = RIGHT OF WAY DISTANCE FROM PROPERTY LINE TO CENTERLINE
- K = DISTANCE TO ADJACENT DRIVEWAY FROM TOP OF FLAIR
- L = TREE DIAMETER

VARIANCE EXAMPLE

DATE: 11/17/22
SCALE: 1:X