# Administrative Relief Information and Submittal Requirements Checklist

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# ADMINISTRATIVE RELIEF

**ADMINISTRATIVE RELIEF.** The purpose of this application is to verify if a proposed use which is not listed is similar to a listed use and therefore allowed. The applicable code section dealing with administrative relief is 21.06.080 and should be consulted for complete information.

An application for administrative relief that may be received shall be limited to the following:

(1) Commercial Zones - Parking Space and Loading Requirements. In all Commercial Zones, a parking space and loading space reduction of not more than five (5) percent of the required by City Code, provided such reduction will not at the time of application, nor in the foreseeable future, detrimentally affect either safety or vehicular flow within the project or within the immediate area of the project.

(2) Commercial Zones – Solar Energy Systems Partially Screened. In Commercial Zones, solar energy systems partially screened that may be visible from adjacent residences or properties and/or public ways may be installed provided such an installation does not detrimentally affect the character of the neighborhood. Hedge height standards may be increased only to provide additional solar energy system screening, provided such an increase will not at the time of application, nor in the foreseeable future, detrimentally affect either safety or vehicular flow within the project or within the immediate area of the project or the views of adjacent property owners.

(3) Residential Zones - Front Yard Setback. In Residential Zones, a front yard setback reduction of not more than twenty (20) percent of that required by City Code, provided that such request for front yard setback adjustment is for carport conversions into garages and meets the following qualifications:

(i) Beautification of the structure where the front yard encroachment does not detrimentally affect the character of the neighborhood; and

(ii) Beautification of a structure where precedent has been established in the immediate neighborhood for front yard encroachments; and

(iii) Beautification of a structure where the proposed improvements will not encroach into the front yard setback beyond the existing structure.

(4) Residential Zones - Corner Cutback Areas. In Residential Zones, the “corner cutback area,” as defined in Section 21.50.040(a), may be measured from the curb line rather than from the property line, provided that such measurement does not interfere with the visibility at and around the intersection and there is no street widening planned or contemplated for the frontage at issue.

# ADMINISTRATIVE RELIEF

(5) Residential Zones - Location of Front and Corner Lot Walls. In Residential Zones, the location of front and corner lot walls on a single-family lot may be adjusted to be consistent with the setbacks of existing front and corner lot walls in the immediate area, provided the character of the area is not detrimentally affected.

(6) Residential Zones - Driveway Widths. In Residential Zones within a private gated community, driveway widths may be increased at that point at which they meet the street (or easement) to be consistent with driveway widths in the immediate area, provided such increase does not detrimentally affect the character of the neighborhood.

(7) Residential Zones – Solar Energy Systems Partially Screened. In Residential Zones, solar energy systems partially screened that may be visible from adjacent residences or properties and/or public ways may be installed provided such an installation does not detrimentally affect the character of the neighborhood. Hedge height standards may be increased only to provide additional solar energy system screening, provided such an increase will not at the time of application, nor in the foreseeable future, detrimentally affect either safety or vehicular flow within the project or within the immediate area of the project or the views of adjacent property owners.

(8) Residential Zones – Building Pad and Finished Floor Elevations. Modifications of residential building pad and/or finished floor elevations may be reviewed and approved through the process of Administrative Relief provide that the building height does not exceed the maximum height permitted under the originally approved building pad elevation.

A written request for administrative relief shall be submitted for Planning Department review and public meeting in conjunction with a full description and drawings as appropriate for the proposed project. The applicant shall be required, if applicable, to present evidence of a review of the matter by the applicant's homeowners' association. Additional information may be required by the Community Development Director.

A letter of notification of the proposed project shall be sent to all immediately adjacent property owners of the specific property involved in the proposed project or application as shown upon the current tax assessor's records of Riverside County. Notice of the public meeting shall be given by mailing, not less than ten (10) days or more than sixty (60) days prior to the date of the meeting, postage prepaid.

# ADMINISTRATIVE RELIEF

A decision to grant or deny administrative relief shall be made by the approval authority for the project based on the following findings:

(1) The findings as set forth in Section 21.06.050(d) of the Zoning Code.

(2) That the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21083 and CEQA Guidelines 15300 et. seq.

(3) The intent of this Zoning Code and of the specific regulation in question is being preserved.

(4) The measures proposed by the applicant make the strict application of the requirements of this division of the Zoning Code inappropriate.

(5) Any other findings required by this Zoning Code for the particular project.

# ADMINISTRATIVE RELIEF
# SUBMITTAL REQUIREMENTS CHECKLIST

- ☐ Application fee as per the current fee schedule.
- ☐ Location and use of proposed project.
- ☐ Letter of justification for the proposed administrative relief with required findings and compliance with limitations for administrative relief.
- ☐ Written approval from any applicable homeowners' association.
- ☐ Environmental application if applicable.
- ☐ Information as required for a public meeting contained in Section 21.06.100(a) of the Municipal Code as applicable.
- ☐ Other information as required per the request of the Community Development Director.