

GLENN COUNTY

Planning & Community Development Services Agency

225 N. Tehama Street
Willows, CA 95988
530.934.6540
www.countyofglenn.net



INSTRUCTIONS FOR FILING APPLICATION FOR A VARIANCE

Variations may only be granted as provided in Chapter 15.270 of Glenn County Code. Variations may be granted in order to prevent unnecessary hardships that would result from a strict or literal interpretation and enforcement of certain regulations prescribed by Title 15, Unified Development Code. A practical difficulty or unnecessary hardship may result from the size, shape, or dimensions of a site or the location of existing structures thereon, from geographic, topographic, or other physical conditions on the site or in the immediate vicinity. Variations shall not be granted to permit uses or activities which are not otherwise expressly authorized by the zone regulation governing the parcel of real property.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

APPLICATION CHECKLIST:

1. The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as listed in the Glenn County Master Fee schedule.
2. The County of Glenn will refer your application to the Northeast Information Center (NEIC) of the California Historical Resources Information System (CHRIS) for a Records Search to identify the potential existence of historical and/or cultural resources located at the project site. This is a state requirement as of March 1, 2005. A separate non-refundable fee is required. The check or money order (no cash) should be made out to the NEIC. The NEIC will provide a recommendation of whether further archeological survey of the project site is warranted. If further archeological survey work is required, the County will work with the applicant to see that it is accomplished, according to set standards, by a qualified archaeologist. The applicant can be provided with a list of qualified archaeologists. The applicant shall bear all costs associated with further archeological survey work required to continue processing the application.
3. The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution

shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.

4. Preliminary Title Report (issued within 90 days) and Current Deeds.
5. The attached Environmental Information Form must be properly filled out and signed.
6. Letter describing the extraordinary circumstances of the property and justification for the Variance (See #11 of the Application).
7. One copy of the current County Assessor's Map with the property for the proposed variance delineated on the map shall be submitted with the application.

8. **SITE PLAN REQUIREMENTS:**

Three (3) copies of a site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. For complex projects, it is recommended that the site plan be prepared by a professional engineer. The site plan shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. The amount of detail the site plan will need to include will depend on the type of development proposed. If an application for a Variance is submitted concurrently with a development permit such as a Site Plan Review or Conditional Use Permit, the site plan will need to be drawn according to those permit requirements for site plans. The site plan for the Variance shall include all information necessary to justify the application. The site plan shall at least contain the following information:

- (a) Name, mailing address, and phone number of applicant(s).
- (b) Name, mailing address, and phone number of property owner(s).
- (c) Name, mailing address, and phone number of engineer or person who prepared the site plan and the date of preparation (if applicable).
- (d) Current Glenn County Assessor's Parcel Number(s) and property address (if applicable).
- (e) North arrow and scale. The site plan shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the site plan shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (f) All property dimensions and acreage. Parcels less than one acre in area may be noted in square feet.

- (g) Locations of all existing and proposed buildings and structures including their dimensions (LxW), height (H), and distances to all property lines (setbacks). The distances between all proposed and existing buildings and structures shall also be shown. Proposed buildings and structures shall be clearly differentiated from existing buildings and structures. All buildings and structures shall be labeled according to their type of use. Any existing buildings or structures proposed to be removed shall be identified.
- (h) Names, locations, and dimensions of all existing adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing and proposed driveways, on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.
- (i) The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j) Locations and dimensions of all existing and proposed utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (k) Show lines indicating the direction of the slope of the land and the approximate percent grade, including all drainage features. Areas subject to inundation or overflow shall be indicated. Include contour lines at sufficient intervals to provide for a proper study of drainage.
- (l) Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
- (m) Identify any other information on the site plan which may justify the Variance or be pertinent to the specific project or site.

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Community Development Services Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by a \$450.00 appeal fee.

The Planning & Community Development Services Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

Pursuant to Board of Supervisors Resolution No. 96-12

For complex projects, an estimate of the Glenn County Planning & Community Development Services Agency time and expense shall be prepared by the Glenn County Planning Division within thirty days of application submittal. The Applicant shall be notified of the amount of deposit required in writing. The Applicant shall be required to deposit the amount of money specified in the estimate in a Glenn County Planning & Community Development Services Agency Trust Account for the specific application.

No work shall be performed by the Glenn County Planning & Community Development Services Agency on the project in excess of the allotted hours listed above until funds are deposited in a Glenn County Planning & Community Development Services Agency Trust Account. Funds shall be deposited prior to determining that the application is complete for processing. At the time of final project approval, any excess funds remaining in the Trust Account shall be returned to the applicant.

Additional Fee: California State Fish and Game Code Section 711.4:

Pursuant to California Fish & Game Code §711.4, the County of Glenn is required to collect filing fees for the Department of Fish and Game for all projects processed with a Negative Declaration or Environmental Impact Report unless a fee exemption is provided in writing from the Department of Fish and Game. These filing fees are collected to defray the costs of managing and protecting fish and wildlife resources including, but not limited to, consulting with public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs.

California Fish & Game Code §713 requires the Department of Fish and Game to adjust the filing fees annually. The annual fee adjustments are based on changes in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as published by the U.S. Department of Commerce. As the filing fees are adjusted annually, you will be notified of the fee amount upon release of the environmental document for the project. You may go to <http://www.dfg.ca.gov/habcon/ceqa/> for more information and to see a list of the current filing fees.

Pursuant to California Fish & Game Code §711.4(d) and California Code of Regulations Title 14, Chapter 3, Article 6, Section 15075(a), the filing fee is required to be submitted prior to the noticing or approval of any project. All checks should be made payable to Glenn County. Under Section 711.4 (c)(3) of the Fish and Game Code, any approvals granted for any project are not vested until the filing fee is paid.

Additional Fees:

If additional fees are required for environmental review of a project, the applicant shall be responsible for these fees. The applicant shall also be responsible to pay the cost for obtaining any necessary permits from any other agencies.

VAR _____

GLENN COUNTY
PLANNING AND COMMUNITY DEVELOPMENT SERVICES AGENCY
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WILLOWS, CA 95988
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FAX (530) 934-6533
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APPLICATION FOR VARIANCE

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name: _____

Address: _____

Phone:(Business)_____ (Home)_____

Fax:_____ E-mail:_____

2. Property Owner(s):

Name: _____

Address: _____

Phone:(Business)_____ (Home)_____

Fax:_____ E-mail:_____

3. Engineer/Person who Prepared Site Plan (if applicable):

Name: _____

Mailing Address: _____

Phone:(Business)_____ (Home)_____

Fax:_____ E-mail:_____

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: _____

Mailing Address: _____

5. Request or Proposal:

6. Address and Location of Project: _____

7. Current Assessor's Parcel Number(s): _____

8. Existing Zoning: _____

9. Existing Use of Property: _____

10. Provide any additional information that may be helpful in evaluating this request:

11. Necessary Findings of Fact:

Approval or conditional approval of a Variance shall be granted only when the Planning Commission makes the Findings as listed under Section 15.270.020 of the Glenn County Code. Prepare a clear and legible letter which explains the details which indicate that your case will meet these Findings:

15.270.020 Findings

- A. *Due to special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this title (Title 15) deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification;*
- B. *The adjustment authorized by the variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated. The planning commission shall impose such conditions as will assure continued compliance with this finding;*
- C. *The variance does not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of real property.*

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))

(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: _____

Print: _____

Date: _____

Address: _____