



PLACER COUNTY PLANNING SERVICES DIVISION

Reserved for Date Stamp

AUBURN OFFICE
3091 County Center Dr, Auburn, CA 95603
530-745-3000/FAX 530-745-3080
Website : www.placer.ca.gov
E-mail : planning@placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96146
PO Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282

VARIANCE APPLICATION

Filing fee: \$ \_\_\_\_\_ Receipt \_\_\_\_\_ File #: \_\_\_\_\_

# CDF Exception Required: \_\_\_ No \_\_\_ Attached Hearing Date \_\_\_\_\_

--TO BE COMPLETED BY APPLICANT--

Applicant OR Project Name \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_ Size of property (acreage OR square feet) \_\_\_\_\_

Describe project location in detail and attach a vicinity map and site plan (See Note #1 on reverse.)

Describe requested Variance and provide grounds for request (see "Criteria for Granting Variances" on reverse.):

Signature of Applicant \_\_\_\_\_

NOTE: PERMITS GRANTED FOR AN INDEFINITE PERIOD AUTOMATICALLY EXPIRE 24 MONTHS AFTER DATE OF ISSUANCE IF NOT EXERCISED BY THAT TIME AS PROVIDED BY SECTION 20.160B OF THE PLACER COUNTY ZONING ORDINANCE

-----OFFICE USE ONLY-----

Table with 3 columns: VARIANCE TO:, REQUIRED, REQUESTED. Rows include Setbacks (Front, Side, Rear), Lot Size, Other, Parking, Signs.

On \_\_\_\_\_, the Planning Commission/Zoning Administrator approved/denied this application subject to the attached list of \_\_\_\_\_ conditions.

HEARING OFFICER/CLERK SIGNATURE DATE

--FOR USE AFTER THE PUBLIC HEARING--

I have read the attached conditions and will comply. (PLEASE RETURN ONE SIGNED COPY)

Signature of Applicant \_\_\_\_\_

Prior to the commencement of any grading and/or construction activities on the property in question, that are based upon the entitlements conferred by Placer County permit approval(s), the applicant should consult with the California Department of Fish & Wildlife to determine whether or not a Streambed Alteration Agreement [§1603, CA Fish & Wildlife Code] is required. The applicant should also consult with the U.S. Army Corps of Engineers to determine whether or not a permit is required for these activities pursuant to Section 404 of the Clean Water Act. The applicant's signature on this form signifies an acknowledgement that this statement has been read and understood.

## -INSTRUCTIONS FOR FILING A VARIANCE APPLICATION--

Complete one Initial Project Application, one Exemption Verification form, one Variance application form and the appropriate number of site plans (see **NOTE #1** below for required amount) and file along with the current filing fee.

The **site plans** shall be to scale and shall include the following information (maps shall be no larger than 8½" x 11" or **FOLDED** to that size):

- Boundary lines and dimensions of parcel(s).
- Existing and proposed structures and their gross floor area in square feet, parking areas with spaces delineated, distance between structures and distance from property lines. Also, existing structure on adjacent properties within 100 feet of the Variance building.
- The approximate area of a parcel (in square feet or acres).
- Names, locations and widths of all existing traveled ways, including driveways, streets and rights-of-way, on or adjacent to the property.
- Approximate locations and widths of all existing and proposed streets, rights-of-way, driveways and/or parking areas.
- Approximate location and dimensions of all existing easements, well, leach lines, seepage pits or underground structures.
- Approximate location and dimensions of all proposed easements for utilities and drainage.
- Approximate location of all creeks and drainage channels and a general indication of the slope of the land and all trees of significant size.
- Accurately plot, label and show exact location of the base and driplines of all protected trees (native trees 6" dbh or greater, or multi-trunk trees 10" dbh or greater) within 50 feet of any development activity (i.e. proposed structures, driveways, cuts/fills, underground utilities, etc.) pursuant to Placer County Code, Chapter 36 (Tree Ordinance). **NOTE:** A tree survey prepared by an I.S.A. certified arborist might be required. Verify with the Planning Division prior to submittal of this application.
- Site plan shall show all existing and proposed grading.
- Site plan shall show building envelopes.
- North arrow and approximate scale of drawing.
- **VICINITY MAP** which shows the location of the subject property in relation to existing County roads and adjacent properties sufficient to identify the property in the field for someone unfamiliar with the area. The distance to the closest intersection of County roads should be shown to the nearest 1/10th of a mile.
- Assessor's parcel number.
- Name(s) of project, property owner(s) and applicant.

One (1) electronic version in PDF format and five (5) copies of the site plan shall be required for applications, which will be heard by the Zoning Administrator. For items which are scheduled to be heard by the Planning Commission, one electronic version in PDF format and 15 full size copies of the site plan **folded** to no larger than 8½" x 11" shall be required.

If one acre or more and the request is for a Variance to the side or rear setback, a letter from the California Department of Forestry and Fire Protection (CDF) and local fire district stating that those agencies will approve the requested setback Variance is required to be submitted along with this application.

The applicant must provide one electronic version in PDF format and five (5) copies of elevations (all sides) of the building for which the Variance is requested, for use by the Development Review Committee (DRC). Photos (all sides) of existing building are acceptable.

Once the application, filing fee and maps are received and determined to be adequate, the application will be set for hearing before the Zoning Administrator or Planning Commission. Applicants will be notified by mail of the hearing date and time.

**CRITERIA FOR GRANTING VARIANCES** - You must be prepared to prove to the satisfaction of the Zoning Administrator or Planning Commission that your Variance application meets the following criteria set forth in Section 17.60.100 of the Zoning Ordinance. The hearing body will not assume that your application meets these requirements; you must prove that it does.

- The granting of such Variance will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situated; and
- Because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance is found to deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications.

Note: Pursuant to the requirements of the California Building Code (CBC), no openings are allowed in a wall that is within 3 feet of any property line. This includes windows, door, vents, etc.

- The following are the factors against which the hearing body will weigh your Variance application:
- Where a hardship was created by the applicant's own acts, he is not entitled to relief. Illegal work begun prior to the Variance request is not a hardship.
- Neighboring violations do not constitute unnecessary hardship.
- Personal or financial hardship is not a hardship within the meaning of the Variance laws.
- No one factor determines what is practical difficulty or unnecessary hardship.
- The granting of a Variance does not set a precedent since each Variance is considered on its individual merits.

**APPEALS** - An appeal must be filed within 10 calendar days of the decision that is the subject of the appeal. An appeal application shall be submitted, along with the current filing fee, to the Planning Division. The appeal shall include any explanatory materials the appellant may wish to furnish.