VARIANCE

APPLICANT'S GUIDE TO PROCEDURES

WHAT IS A VARIANCE?

Variances modify the strict application of provisions of the Zoning Code. A Variance may be granted only if the following can be determined:

1. That there are special circumstances applicable to the property under which strict application of the provisions of the Zoning Code would deprive the property of privileges enjoyed by other property in the vicinity and that those circumstances do not apply generally to other properties in the same zone.

2. That the Variance is necessary for preservation and enjoyment of substantial property rights of the applicant.

3. That the granting of the Variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety, or general welfare.

4. That the Variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the same vicinity and zone.

5. That the Variance will not permit uses not permitted by the zone.

A Variance may be granted with the requirement that certain conditions be met. One of these conditions is that construction shall commence within nine months, and work shall be completed within eighteen months of the issuance of the permit.

In order for the determinations to be made, an application for a Variance is investigated by the Zoning Administrator, which investigation may include preparation of an environmental document, and is subject to a public hearing. If your project is determined to have no significant environmental effect or to be exempt, no further review is required. If it is determined that a Negative Declaration is required, one of two fees will be charged depending on whether the Negative Declaration is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the attached fee schedule. After the document is prepared it is circulated for public review for a period of 30 days.

If an Environmental Impact Report (EIR) is required, one of two fees will be charged depending on whether the EIR is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the attached fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

WHERE TO FILE?

Planning & Building Services (530) 283-7011
555 Main Street
Quincy, CA 95971

WHAT TO FILE?

1. The completed application and fifteen (15) copies of a plot plan drawn at an appropriate scale showing the nature of the variance requested.

2. The filing fee set forth on Planning & Building Services' fee schedule.

PROCEDURE

Your application is investigated and a staff recommendation is prepared and mailed to you. A public hearing before the Zoning Administrator is scheduled. Prior to this hearing, notices are sent to owners of property within 300 feet. In addition, a notice of the public hearing is published in the newspaper not less than 10 days prior to the date of the hearing. It is recommended that the applicant or a representative be present at the hearing. The date of the hearing is normally determined within 30 days of receipt of a complete application, and the total processing time is usually two to three months from start to finish.

The decision of the Zoning Administrator is made at the public hearing. Appeals must be filed within 10 days from the date of the decision to be considered by the Board of Supervisors. The filing fee, paid to Planning & Building Services, is set forth in the fee schedule (attached).

For additional information, contact Planning & Building Services at (530) 283-7011.

DEPARTMENTAL USE ONLY
Initial Completeness Verified by _____
Date Recv'd _____
Receipt No _____$ _____
File No. _____

DEVELOPMENT PERMIT APPLICATION

VARIANCE

Instructions to applicant(s):

1. Complete the form and mail or take to: Planning & Building Services
   555 Main Street
   Quincy, CA 95971

2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee set forth in the fee schedule.
4. Make the check payable to Planning & Building Services.
5. Attach Hazardous Waste Certificate.

A. Applicant(s)

Name _____

Mailing Address _____

Telephone _____

Interest in Property (Owner, Agent* or Purchaser*) _____

B. Owner(s)

Name _____

Mailing Address _____

Telephone _____

C. Property

Street Address _____

Nearest Town _____

Assessors Parcel Number _____

Present zoning _____

*If agent or purchaser is making application, attach letter of authorization signed by the owner.

D. Variance Applied for

ITEM Changes in: (circle one)	ZONING CODE REQUIREMENTS	REQUESTED BY APPLICANT(S)
Building Site Area	_____	_____
Front Yard (from centerline of street or property line)	_____	_____
Side Yard (note which side _____)	_____	_____
Side Yard (note which side _____)	_____	_____
Rear Yard	_____	_____
Other (_____)	_____	_____

E. Evidence

The Zoning Code requires an applicant for a Variance to provide evidence as to the following:

1. What are the special circumstances applicable to the property under which strict application of the provisions of the Zoning Code would deprive the property owner of privileges enjoyed by other property owners in the vicinity?

2. How are these special circumstances not applicable generally to other properties in the same zone?

3. Why is the Variance necessary for the preservation and enjoyment of substantial property rights of the applicant?

4. How would granting the Variance not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety, and general welfare?

If the Variance is for an exception from a provision of the Plumas County Code which implements the SRA Fire Safe Regulations:

1. State the specific sections from which an exception is requested.

2. Provide material facts to support the exceptions.

3. State the details of the exception or mitigation proposed and how it provides the same practical effect as the section from which an exception is requested.

F. Plot Plan

Attach to this application fifteen (15) copies of the plot plan **drawn to scale** which shows the boundaries and dimensions of the property for which a variance is requested. To avoid delay in processing your application, make sure your plot plan is complete.

G. Signature(s) of Applicant(s)

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon. I intend to proceed with the use within nine (9) months after the issuance of the Variance.

_____ _____

Signature Date

_____ _____

Signature Date