

**SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING DIVISION**

1855 Placer Street, Suite 103, Redding, California 96001

Phone (530) 225-5532 FAX (530) 245-6468

VARIANCE APPLICATION CHECKLIST

All of the following items must be included when you submit your application (unless otherwise indicated or they are not applicable to your application). Please be advised that these are modified occasionally without notice. All required forms are attached.

1. One (1) completed original of the "Planning Permit Master Application" form.
2. Five (5) completed copies of the "Variance Justification" form.
3. Five (5) completed sets of the "Environmental Information" form.
4. One (1) signed copy of the "Authorization to Enter Private Property" form.
5. Five (5) sets of a site plan (a map drawn to scale) showing the following information. Site plans should not be smaller than 8 1/2" x 11", nor larger than 18" x 26".
 - a. Graphic scale and north arrow (scale range: 1" = 20' to 1" = 600').
 - b. Vicinity map (showing property location to major roads or major landmarks).
 - c. Location and dimensions of property lines, adjacent street right-of-way, building setback lines, sidewalks, and easements.
 - d. Location and dimensions of existing and proposed structures and walls. (Please show existing with solid lines and proposed with dashed lines.)
 - e. Square footage of all structures and percentage of structure coverage in relationship to the entire lot.
 - f. Label the use of all existing and proposed structures or area.
 - g. Location of existing and proposed sewage disposal systems and wells.
 - h. Distance between structures and from structures to the property lines.
 - i. Off-street parking facilities, including parking area and layout, individual parking spaces and aisles.
 - i. Site access (including driveways).
 - j. Existing and proposed landscaping.
 - k. Location and size of all proposed signs.

- l. Location and general dimensions of watercourses and drainage ways on the site, including any proposed modifications.
- m. Location and dimensions of all existing and proposed culverts or bridges on the site.

NOTE: After staff has reviewed the nature and extent of your proposed project, other drawings or diagrams may be required (i.e. elevations; cross sections, if located in floodplain zoning or a flood hazard area; landscape plans; photographs).

6. Five (5) sets of Assessor's Plat Map with the project site outlined in red.
7. If the applicant wishes to authorize representation by another person or firm, one (1) signed "Statement of Agency" form.
8. Five (5) sets of the completed "Grading Statement" form.
9. The appropriate non-refundable application fee.
10. CDF Exception for projects requesting reduced setbacks.

VARIANCE REVIEW PROCEDURE

1. The applicant should discuss the proposed project with staff, normally at the public counter.
2. The applicant prepares the application materials and files them with the Planning Division.
3. Staff reviews the application for completeness. Within thirty (30) days after filing, written notice is sent to the applicant indicating the application is either:
 - a) "complete" and processing will continue, or
 - b) "incomplete" and more information must be submitted before processing can continue.
4. After the application is complete, staff conducts environmental and technical reviews, and prepares recommended conditions of approval. Written notice is sent to the applicant regarding the conclusions of staff's review.
5. The Planning Commission holds a public hearing. The Commission may approve, approve subject to conditions, or deny the application; or continue the matter to another date.
6. The decision of the Planning Commission is appealable to the Board of Supervisors. The appeal must be filed within 5 calendar days following the Commission's decision.



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Email: scplanning@co.shasta.ca.us

PLANNING DIVISION MASTER APPLICATION

Application No: _____

APPLICANT:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

PROPERTY OWNER:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

AGENT:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

<u>PROJECT ADDRESS (or specific location)</u>	<u>LOT SIZE (Acreage)</u>	<u>ASSESSOR'S PARCEL NUMBER (S)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TYPE OF APPLICATION

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Permit Commercial | <input type="checkbox"/> Use Permit | <input type="checkbox"/> Interim Management Plan |
| <input type="checkbox"/> Administrative Permit Residential | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Planning Director's Zoning Interpretation |
| <input type="checkbox"/> Zone Permit Commercial | <input type="checkbox"/> Zone Amendment | <input type="checkbox"/> Pre Application |
| <input type="checkbox"/> Zone Permit Residential | <input type="checkbox"/> Tract Map | <input type="checkbox"/> General Plan Consistency Determination |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Parcel Map | <input type="checkbox"/> Written Land Use Verification |
| <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Reversion to Acreage | <input type="checkbox"/> Williamson Act Contract |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Airport Land Use | <input type="checkbox"/> Minor Modification: _____ |
| <input type="checkbox"/> Short Term Rental | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Extension of Time: _____ |
| | <input type="checkbox"/> Reclamation Plan | <input type="checkbox"/> Other: _____ |

STAFF USE ONLY:

Related Applications: _____ Fire District: _____

Adjacent Zoning/GP: N _____ S _____ E _____ W _____

Zoning/General Plan: _____ Project Description: _____

Received By: _____ Date: _____

Generally, Zoning Permits and Residential Administrative Permits will not require the completion of the following sections: "Hazardous Site Review Statement", "Hazardous Materials Disclosure Statement", or "Military Land Use Compatibility", as part of this Application Form. These sections must be completed for all applications that require Planning Commission and/or Board of Supervisors approval.

I/We, the applicant, certify that the following responses are true and correct. Yes No

HAZARDOUS MATERIALS DISCLOSURE STATEMENT

Government Code Section 65850.2 requires the owner or authorized agent for any development project to disclose whether:

1. Compliance will be needed with the applicable requirements of Section 25505 and Article 2 (commencing with Section 25531) of Chapter 6.95 of Division 20 of the Health and Safety Code or the requirements for a permit for construction or modification from the air pollution control district or air quality management district exercising jurisdiction in the area governed by the County.

Yes No

2. The proposed project will have more than a threshold quantity of regulated substance in a process or will contain a source or modified source of hazardous air emissions.

Yes No

HAZARDOUS SITE REVIEW STATEMENT

Government Code Section 65962.5 (f) requires the applicant for any development project to consult specified state-prepared lists and submit a signed statement to the local agency indicating whether the project is located on an identified site. Under the statute, no application can be accepted as complete without this signed statement.

I/We certify that I/We have investigated this development project with respect to the Cal EPA's Cortese List Data Resources webpage and that my/our answers are true and correct to the best of my/our knowledge. My/Our investigation has shown that:

- The project is NOT located on any of the lists compiled pursuant to Section 65962.(e) of the Government Code.
- The project IS located on one of the lists compiled pursuant to Section 65962.(e) of the Government Code. Please specify the list, the date of the list, and the property's regulatory identification number:

MILITARY LAND USE COMPATIBILITY

Using the California Military Land Use Compatibility Analyst website, the owner or authorized agent has determined whether the project is located within 1,000 feet of a military installation, beneath a low-level flight path or within special use airspace as defined in Section 21098 of the Public Resources Code, and within an urbanized area as defined by Government Code Section 65944.

Yes No

BY SIGNING THIS APPLICATION, THE APPLICANT/PROPERTY OWNER AGREES TO DEFEND, INDEMNIFY, AND HOLD THE COUNTY HARMLESS FROM ANY CLAIM, ACTION, OR PROCEEDING BROUGHT TO ATTACK, SET ASIDE, VOID, OR ANNUL THE COUNTY'S APPROVAL OF THIS APPLICATION AND ENVIRONMENTAL REVIEW ASSOCIATED WITH THE PROPOSED PROJECT, AS MORE FULLY DESCRIBED IN CHAPTER 1.18 OF THE SHASTA COUNTY CODE.

APPLICANT/AGENT: I have reviewed this application and attached material. The information provided is accurate.
If other than the owner, this signature must be accompanied by a Shasta County notarized statement of agency form.

Signed: _____ Date: _____

PROPERTY OWNER: I have read this application and consent to its filing. **THIS SIGNATURE IS REQUIRED**

Signed: _____ Date: _____

VARIANCE JUSTIFICATION

In order to approve a variance, state law requires that specific findings be made by the deciding body. Please respond to the findings below, justifying how that finding may be made in relation to your request.

1. There are special circumstances applicable to my property, including size, shape, topography, location or surroundings, and as a consequence of these circumstances, the strict application of the zoning regulations deprive the property of privileges enjoyed by other property in the vicinity and in the same zone district because;

2. The variance is necessary for the preservation and enjoyment of my substantial property rights because;

3. The variance will not, under the circumstances of the particular case, adversely affect the health or safety of persons residing or working in the neighborhood of the my property and will not under the circumstances of the particular case, be materially detrimental to the public welfare of injurious to property or improvements in the neighborhood because;

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ENVIRONMENTAL INFORMATION FORM

INITIAL STUDY PART I

(To be completed by the Applicant or Representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid possible delays in processing.

I. PROJECT DESCRIPTION

1. Project Title: _____
2. Describe the proposed project in as much detail as is possible: _____

II. ENVIRONMENTAL SETTING

(Use one copy of the tentative map or site plan to plot any necessary information)

1. Attach a copy of the appropriate United States Geological Survey (USGS) topographic map, and indicate the location of the proposed project. (The maps are available from sporting goods stores.)

2. Attach photographs of the site, if possible.

3. Describe the existing use(s) on the project site (including the type and number of any structures, roads, etc.): _____

4. Describe the existing land use on adjacent properties. Also note any major natural or man-made features (i.e., highways, stream channels, etc.):

North: _____

East: _____

West: _____

South: _____

5. Describe the existing topography on-site (i.e., landforms, slopes, etc.). Any data on soils and geology would also be helpful:

6. Describe existing drainage courses or eroded areas on or near the project site i.e., rivers, creeks, drainage ditches):

7. Describe the existing vegetation on-site and the percentage of the site it covers:

8. Describe the existing wildlife on-site:

9. Are there any cemeteries, structures, or other items of historical or archaeological interest on the property? No Yes, specify: _____

10. Describe any site alterations which would result from the proposed project specifically address the amount and location of grading, cuts and fills, vegetation removal, alterations to drainage, removal of existing structures, etc.):

11. Please include a copy of any studies (soils, geology, marketing, etc.) that you had prepared for this project or project site.

III. SERVICES

1. Indicate how the following services will be provided for your project and availability of service.

- a. Electricity: _____
- b. Natural Gas: _____
- c. Water Supply: _____
- d. Sewage Disposal: _____
- e. Solid Waste Disposal: _____

2. If an extension of service lines is necessary, indicate which service(s) and the distance of the extension(s): _____

IV. INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL PROJECTS

1. Total number of employees and number of employees on the largest shift:

2. Types of equipment and/or machines to be used:

3. Number of on-site parking spaces proposed: _____

4. Types of materials, chemicals, and/or products to be processed, packaged, or stored:

5. Describe any hazardous substances to be used on the project site:

6. Estimate the type and amount of air emissions or odors:

7. Will the project change the ambient noise levels for adjacent properties?

No Yes, specify: _____

CERTIFICATION: *I certify that the information provided herein is true and correct to the best of my knowledge and belief.*

Signature of Applicant or Authorized Representative

Date



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Authorization to Enter Private Property

PROJECT# _____

Government Code Section 65105 authorizes County Planning Division personnel, in the performance of their duties, to enter property and make examinations and surveys which do not interfere with use of the land by those persons lawfully entitled to the possession thereof. Oftentimes other responsible and trustee agencies must also be consulted and given the opportunity to review and comment on proposed projects, necessitating their entry onto the property in order to obtain relevant information needed to process an application in a timely way.

If County and consulting agency personnel are not able to enter the project site/property, significant delays in the processing of the project, particularly the environmental review of the project, could occur and the project applicant may be required to hire consultants to submit information necessary to prepare additional environmental documents addressing the project site.

I have read and understand the foregoing. I authorize the County and other consulting personnel to enter the property located at:

_____ for the purposes of examining the property with respect to the proposed project/land-use, upon making reasonable efforts to give me a 24-hour advance notice of intended entry.

Property Owner/Authorized Agent Signature

Contact Telephone Number

GRADING STATEMENT

(To be completed and submitted with application)

1. I have/have not conducted any previous grading or land clearing associated with this project.
2. I do intend/do not intend to do any grading or land clearing in conjunction with this project.
3. I intend to conduct some grading and/or land clearing prior to receiving tentative map/use permit approval. Yes___ No___
4. I have applied for and received a Grading Permit for all grading and/or land clearing activities to be done or already completed in conjunction with this project. A copy of the approved Grading Permit is attached to this application. Yes___ No___
5. Grading activities, (either on-site and/or off-site) will be conducted in conjunction with this project but will not be done until tentative map/use permit approval is granted and/or until final improvement plans have been approved by Shasta County. Yes___ No___
6. All proposed grading activities to be done in conjunction with this project are described in and submitted with the attached Grading Permit. Yes___ No___
7. I agree to apply for a land clearing burning permit from Shasta County Air Quality Management District for any vegetation that has been or will be assembled in piles by heavy equipment. All material shall be free of dirt and stumps and shall only be burned on a permissive burn day.

I am the applicant or authorized representative for this project and hereby declare under penalty of perjury that the above information supplied for this application is true and correct to the best of my knowledge.

APPLICANT'S/AGENT'S SIGNATURE _____

DATE _____



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Notarized Statement of Agency

I, the undersigned, am an owner of a record title interest in the property involved with this proposed project.

I hereby appoint _____ as my agent(s) for purposes of this project, as set forth below.

My agent(s) is/are hereby authorized and empowered to: (check as appropriate)

___ Represent me in all matters relating to the proposed project, except execution of certificates of ownership, offers of dedication, dedications, and agreements to construct improvements;

OR

___ Submit the application(s) and related information to the Planning Division;

___ Represent me before the Planning Commission or Board of Supervisors;

___ Consent to conditions imposed if and when the application(s) is/are approved;

___ Represent me before the Board of Supervisors in case of appeal.

I agree to be bound by all the representations, drawings and statements tendered by my agent(s) to the County of Shasta for purposes of this proposed project as if the same were made by me personally. I further agree to be bound by all the conditions imposed by the County of Shasta on the approval of this proposed project pursuant to State law and the Shasta County Ordinance Code.

I understand that I may revoke the authority granted by this statement at any time by written notice sent to: Department of Resource Management, Planning Division, 1855 Placer Street, Suite 103, Redding, CA 96001.

SIGNATURE OF OWNER(S):

(Note: Signature of Owner(s) must be notarized)

Notarized Statement of Agency

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of Shasta

On _____ before me, _____, **Notary Public**, personally appeared

_____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)