



GLENN COUNTY  
PLANNING AND PUBLIC WORKS AGENCY  
777 North Colusa Street  
Willows, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



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## **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 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:**  
Twenty-five (25) 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 & Public Works 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 the appeal fee as listed in the Master Fee Schedule.

The Planning & Public Works 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 & Public Works 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 & Public Works Agency Trust Account for the specific application.

No work shall be performed by the Glenn County Planning & Public Works Agency on the project in excess of the allotted hours listed above until funds are deposited in a Glenn County Planning & Public Works 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 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\_\_\_\_\_

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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: \_\_\_\_\_

Case \_\_\_\_\_

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**ENVIRONMENTAL INFORMATION FORM**

**To be completed by applicant or engineer**

**Use extra sheets if necessary**

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

I. GENERAL INFORMATION:

1. Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Address and Location of Project: \_\_\_\_\_

4. Current Assessor's Parcel Number(s): \_\_\_\_\_

5. Existing Zoning: \_\_\_\_\_

6. Existing Use: \_\_\_\_\_

7. Proposed Use of Site (project for which this form is prepared): \_\_\_\_\_

8. Indicate the type of permit(s) application(s) to which this form pertains: \_\_\_\_\_

9. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required:

\_\_\_\_\_

\_\_\_\_\_

10. List and describe any other related permit(s) and other public approvals required for this project, including those required by city, regional, state, and federal agencies:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Have any special studies been prepared for the project site that are related to the proposed project including, but not limited to traffic, biology, wetlands delineation, archaeology, etc?\_\_\_\_\_

II. ENVIRONMENTAL SETTING:

1. Describe in detail the project site as it exists before the project, including information on topography, soil stability, plants and animals (wetlands, if any), different crops, irrigation systems, streams, creeks, rivers, canals, water table depth, and any cultural historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Describe the surrounding properties, including information on plants, animals, and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, agricultural, etc.), intensity of land use (one-family, apartment houses, shops, department stores, dairy, row crops, orchards, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

3. Describe noise characteristics of the surrounding area (include significant noise sources):\_\_\_\_\_

\_\_\_\_\_

III. SPECIFIC ITEMS OF IMPACT:

1. Drainage:

Describe how increased runoff will be handled (on-site and off-site): \_\_\_\_\_  
\_\_\_\_\_

Will the project change any drainage patterns? (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of storm drains or channels? If yes, indicate length, size, and capacity: \_\_\_\_\_  
\_\_\_\_\_

Are there any gullies or areas of soil erosion? (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Do you plan to grade, disturb, or in any way change swales, drainages, ditches, gullies, ponds, low lying areas, seeps, springs, streams, creeks, river banks, or other area on the site that carries or holds water for any amount of time during the year? \_\_\_\_\_

If yes, you may be required to obtain authorization from other agencies such as the Army Corps of Engineers or California Department of Fish and Game.

2. Water Supply:

Indicate and describe source of water supply (domestic well, irrigation district, private water company): \_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of new water service mains? \_\_\_\_\_

3. Liquid Waste Disposal:

Will liquid waste disposal be provided by private on-site septic system or public sewer?: \_\_\_\_\_

If private on-site septic system, describe the proposed system (leach field or seepage pit) and include a statement and tests explaining percolation rates, soil types, and suitability for any onsite sewage disposal systems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any special or unique sewage wastes be generated by this project other than normally associated with resident or employee restrooms? Industrial, chemical, manufacturing, animal wastes? (Please describe)\_\_\_\_\_

\_\_\_\_\_

Should waste be generated by the proposed project other than that normally associated with a single family residence, Waste Discharge Requirements may be required by the Regional Water Quality Control Board.

4. Solid Waste Collection:

How will solid waste be collected? Individual disposal, private carrier, city?\_\_\_\_\_

\_\_\_\_\_

5. Source of Energy:

What is the source of energy (electricity, natural gas, propane)?:\_\_\_\_\_

\_\_\_\_\_

If electricity, do any overhead electrical facilities require relocation? Is so, please describe:\_\_\_\_\_

\_\_\_\_\_

If natural gas, do existing gas lines have to be increased in size? If yes, please describe:\_\_\_\_\_

\_\_\_\_\_

Do existing gas lines require relocation? If yes, please describe:\_\_\_\_\_

\_\_\_\_\_

6. Fire Protection:

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings:\_\_\_\_\_

\_\_\_\_\_

Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings:\_\_\_\_\_

\_\_\_\_\_

IV. FOR ZONE CHANGE, ZONE VARIANCE, AND SPECIAL USE PERMIT APPLICATION:

1. Number and sizes of existing and proposed structures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Square footage (structures) \_\_\_\_\_ S.F.; \_\_\_\_\_ S.F.  
(New) (Existing)

2. Percentage of lot coverage: \_\_\_\_\_

3. Amount of off-street parking provided: \_\_\_\_\_

4. Will the project be constructed in phases? If so, please describe each phase briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_

6. If commercial, indicate type, estimated employment per shift, days and hours of operation, estimated number of daily customers/visitors on site at peak time, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

7. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

8. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: \_\_\_\_\_  
\_\_\_\_\_

9. List types and quantities of any hazardous or toxic materials, chemicals, pesticides, flammable liquids, or other similar product used as a part of the operation and storage container sizes: \_\_\_\_\_  
\_\_\_\_\_

Submit Material Safety Data Sheets (MSDS) for any proposed hazardous materials. If hazardous materials are proposed, it is recommended that the applicant contact the Air Pollution Control District/CUPA for permitting requirements.

10. Describe any earthwork (grading) to be done and dust control methods to be used during construction: \_\_\_\_\_  
\_\_\_\_\_
11. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment). \_\_\_\_\_  
\_\_\_\_\_
12. Describe source, type, and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from the project. Describe what methods would be used to reduce emissions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

For: \_\_\_\_\_

According to Section 65943 for the California Government Code, your application will be reviewed within 30 days and you or your agent will receive written notice regarding the completeness of your application. Any 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 Division 13 of the State of California Public Resources Code.