

**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.

## 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;

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

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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:

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

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

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8. Describe the existing wildlife on-site:

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

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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.):

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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



# Shasta County

DEPARTMENT OF RESOURCE MANAGEMENT  
1855 Placer Street, Redding, CA 96001

PROJECT # \_\_\_\_\_

## AUTHORIZATION TO ENTER PRIVATE PROPERTY

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. Often times 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 all relevant information needed to process an application in a timely way.

If County and affected 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 environmental documents addressing the project site.

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

\_\_\_\_\_ for the limited purpose 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/Agent Signature

\_\_\_\_\_  
Contact Telephone Number

☐ Suite 101  
AIR QUALITY MANAGEMENT DISTRICT  
(530) 225-5674  
(530) 225-5237

☐ Suite 102  
BUILDING DIVISION  
(530) 225-5761  
FAX: (530) 245-6468

☑ Suite 103  
PLANNING DIVISION  
(530) 225-5532  
FAX: (530) 245-6468

☐ Suite 201  
ENVIRONMENTAL HEALTH  
(530) 225-5787  
FAX: (530) 225-5413

☐ Suite 200  
ADMINISTRATION & COMMUNITY EDUCATION  
(530) 225-3789  
FAX: (530) 225-5807

Toll Free Access Within Shasta County 1-800-528-2850



GRADING STATEMENT

(To be completed and submitted with application)

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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 \_\_\_\_\_

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):

\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_

Notary Public Signature

(Seal)