



# COUNTY OF YOLO

## VARIANCE

Department of Community Services  
292 West Beamer Street  
Woodland, California 95695-2598

(530) 666-8775



# County of Yolo

Taro Echiburú  
DIRECTOR

## DEPARTMENT OF COMMUNITY SERVICES

**Planning, Building and Public Works**  
292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775 FAX (530) 666-8156  
[www.yolocounty.org](http://www.yolocounty.org)

**Environmental Health**  
292 West Beamer Street  
Woodland, CA 95695  
(530) 666-8646

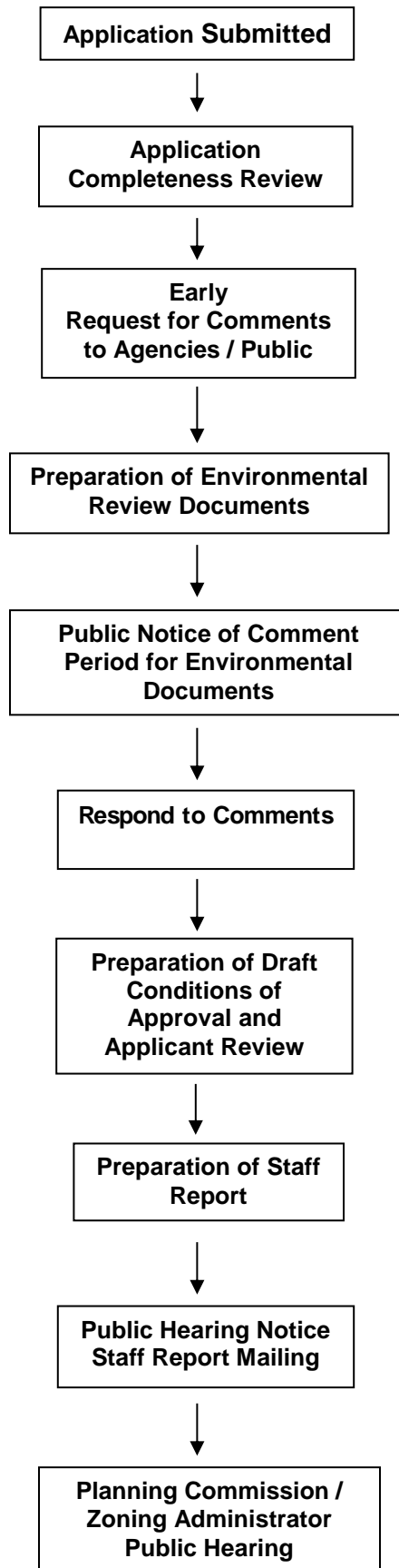
**Integrated Waste Management**  
44090 CR 28 H  
Woodland, CA 95776  
(530) 666-8852

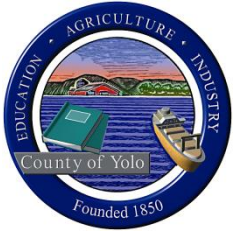
## VARIANCE APPLICATION REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

| ITEM   | Required Number of copies |
|--|---------------------------|
| <b>Application Fee(s):</b> Please check with a planner regarding applicable fees   |                           |
| <b>Application Form</b> (both sides, signed)   | One (original)            |
| <b>Environmental / Project Site Questionnaire</b>  | One                       |
| <b>Letter</b> describing the extraordinary circumstances of the property and justification for the Variance (See attached Findings required for a Variance)    | One                       |
| <b>Location Map</b> (may be combined with the Site Plan, below)  | Three                     |
| <b>Site Plan</b> (see attached site plan sample and Site Plan Requirements)  | Three                     |
| <b>One 8½ x 11 reduction</b> of all maps, plans, etc.  | One                       |
| <b>Assessor's Parcel Map</b> (project site outlined)   | One                       |
| <b>Surrounding Property Owners List</b> (one original & three gummed mailing labels) (See attached instructions)   | One                       |
| <b>Preliminary Title Report</b> or Copy of Deed  | One                       |
| <b>Digital files</b> of all the application plans and materials, as available  | One                       |
| Additional Information: Depending upon the exact nature of the application, additional information may be required after submittal of the project application. |                           |

# Planning Permit Process





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## APPLICATION

| Applicant Information |       |                         |               |  |
|-----------------------|-------|-------------------------|---------------|--|
| Applicant             |       | Company (if applicable) |               |  |
| Street Address        |       |                         |               |  |
| City                  | State | Zip                     | Daytime Phone |  |
| Property Owner        |       |                         |               |  |
| Street Address        |       |                         |               |  |
| City                  | State | Zip                     | Daytime Phone |  |

| Project Information                              |             |
|--|-------------|
| Assessor's Parcel No.                            | Parcel size |
| Property Address/Location                        |             |
| Existing use of property                         |             |
| Tax Rate Area(s) (taken from property tax bill): |             |
| Application Request:                             |             |
|  |             |

| Required Signatures  |      |
|--|------|
| <p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. <b>Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</b></p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p> |      |
| Applicant's/Owner's Signature  | Date |

## PERMIT PROCESSING FEE AGREEMENT

I the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time "flat" fee for minor applications or a "deposit" fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a "time and materials" basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

**FISH AND GAME REVIEW FEES:** I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently \$2,354.75 for Negative Declarations or \$3,271.00 for Environmental Impact Reports, plus \$50.00 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

**MITIGATION FEES OR REQUIREMENTS:** I further understand that my project, if approved, may be subject to one or more mitigation fees including the following fees current as of 2018:

**Yolo HCP/NCCP land cover fee\*:** \$12,592 per acre of impact to all applicable land cover types

**Yolo HCP/NCCP fresh emergent wetland fee\*:** \$71,651 per acre of impact to fresh emergent wetland areas

**Yolo HCP/NCCP valley foothill riparian fee\*:** \$79,353 per acre of impact to valley foothill riparian areas

**Yolo HCP/NCCP lacustrine and riverine fee\*:** \$57,464 per acre of impact to lacustrine or riverine areas

**Agricultural mitigation in lieu fee:** \$10,100 per acre of farmland converted (for projects less than 20 acres)

**Inclusionary Housing in lieu fee:** sliding scale for projects under 8/10 units (\$1,292 for single family house)

\*Fee amounts subject to change in March of each year per the conditions outlined in the Yolo HCP/NCCP

## AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

## CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 65962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites.

## REQUIRED SIGNATURES

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

## A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s): \_\_\_\_\_
2. Location (nearest public road, cross street, community, etc): \_\_\_\_\_
3. Size of Assessor Parcel Areas(s): \_\_\_\_\_ sq. ft./acres. \_\_\_\_\_
4. Existing Land Use(s): \_\_\_\_\_
5. Existing Building(s) and Structure(s): \_\_\_\_\_
6. Distinctive Physical Features (i.e. landslides, streams, faults): \_\_\_\_\_
7. Existing Vegetation: \_\_\_\_\_
8. Existing Access Routes (if any): \_\_\_\_\_
9. Existing Drainage Facilities/Direction: \_\_\_\_\_
10. Existing Water Supply (if any): \_\_\_\_\_
11. Existing Sanitation Facilities (if any): \_\_\_\_\_
12. List and Describe all Existing Easements: \_\_\_\_\_
13. Owner(s) of Mineral Rights: \_\_\_\_\_
14. Existing Land Conservation Contract and/or other deed restrictions (if any):  
\_\_\_\_\_

**B. SURROUNDING PROPERTIES AND LAND USES**

1. Land Uses (including type of crops if agricultural).

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

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

2. Buildings and Structures (indicate distance from project site).

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

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

3. Distinctive Physical Features and Vegetation.

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

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

# VARIANCE REQUIRED FINDINGS

According to Section 8-2.218 of the County Code, the purpose of a variance is to allow variation from the strict application of the provisions of this chapter (Chapter 2) where special circumstances pertaining to the physical characteristics and location of the site are such that the literal enforcement of the requirements of this chapter would involve practical difficulties or would cause hardship and would not carry out the spirit and purposes of this chapter and the provisions of the General Plan.

According to Section 8-2.218(e) of the County Code, a variance may be granted only when, in accordance with the provisions of Section 65906 of Article 3 Chapter 4 of Title 7 of the Government Code of the State, all of the following circumstances are found to apply:

- (a) That any Variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated;
- (b) That, because of special circumstances applicable to the subject property, including size, shape, topography, location, or surroundings, the strict application of the provisions of this chapter is found to deprive the subject property of privileges enjoyed by other properties in the vicinity and under the identical zone classification; and,
- (c) That the Variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property, excluding uses allowed by conditional Use Permit; and
- (d) That the granting of such variance will be in harmony with the general purpose and intent of this chapter and will be in conformity with the Master Plan.

## Minor Variances

Section 8-2.216(b) of the County Code states:

- (b) The Zoning Administrator may approve Minor Variances to the otherwise applicable standards and design criteria set forth in this subsection, and to the extent set forth, after making the Findings set forth in Section 8-2.218. Variances that exceed the modifications in the applicable standards and design criteria are Major Variances that must be considered by the Planning Commission. Minor Variances include:
  - (1) In any zone, modifications of the front, side, or rear yard setback requirements; provided, however, the total modification shall not reduce the applicable setbacks to less than seventy-five (75%) percent of those otherwise required in the zone;
  - (2) In any zone, modifications of building heights; provided, however, such building heights shall not exceed 125 percent of the otherwise applicable maximum height in the zone;
  - (3) In any zone, modifications of the minimum lot area, width, and depth; provided, however, such modifications shall not reduce the total lot area to less than seventy-five (75%) percent of that otherwise required in the zone; and
  - (4) In any zone, modifications of the maximum area or height of signs otherwise applicable in the zone; provided, however, such modifications shall not result in a sign exceeding 125 percent of either the maximum height or maximum size otherwise applicable in the zone.



# SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24" x 36", except as otherwise specified by the pre-submittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½" x 11". The north side of the lot should be at the top of the plan.

**Please see an attached sample site plan.** The following outline contains those items to be included on your site plan, **if applicable**:

## A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project need be accurately portrayed on the site plan include (where applicable):

1. North arrow and scale (preferably not less than 1" = 20').
2. Exterior dimensions of the property.
3. Setback dimensions (from property lines to structures) and distances between structures.
4. Existing and proposed structures labeled "existing" and "proposed". Locations of existing and proposed wells, septic tanks, leach lines and replacement areas.
5. Physical features of the site, including mature trees, topographical contours, and landmarks.
6. Use(s) of structures, noting those existing structures to be removed, including abandoned wells.
7. Gross floor area of each structure (may be shown on the structure or in the legend).
8. Existing and proposed paved areas, including type of surfacing and widths of all driveways, access easements, walks and rights-of-way.
9. Adjacent streets with names.
10. Location of existing and proposed easements (including utility easements).
11. Existing and proposed drainage facilities, including surface drainage patterns.
12. Location of fire hydrants, freestanding lighting fixtures, walls and fences.
13. Location of existing and proposed signs.
14. Location and dimensions of paved off-street parking (garage or carport will meet the off-street parking requirement).
15. Identify adjacent land uses (residential, commercial, industrial, agricultural)

16. Multi-family Residential and Commercial/Industrial only:
  - a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
  - b. Location of trash enclosures.
  - c. Square footage of proposed and existing construction. If WAREHOUSE or OFFICE, specify what percentage of office to warehouse space.
    - d. On-site parking, circulation and lighting.
      1. Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number.
      2. Direction of traffic flows (shown with arrows).
      3. Off-street loading spaces and facilities (commercial/industrial only).
      4. Bicycle and motorcycle parking.
      5. Concrete curbing and retaining wall details.

## **B. TITLE BLOCK**

A TITLE BLOCK shall be provided in one corner of each page of the plot plan, and contain the following information:

1. Proposed use(s).
2. Name, address and phone number of property owner and engineer or architect.
3. Assessor's Parcel Number and Project address (if applicable).

## **C. LOCATION MAP**

A LOCATION MAP shall be provided on a separate map or page and include the following:

1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is  $\frac{1}{4}$  mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

## **D. LEGEND**

A LEGEND shall be provided, and shall include the following information:

1. Gross acreage of subject property and net area of property (excluding streets and access easements).
2. Number of required and proposed parking and loading spaces and parking area size in square feet.
3. Building coverage (square footage of structures divided by square footage of property).
4. Percentage of landscaping provided based on the gross area of site, parking and drive areas.



# INSTRUCTIONS FOR OBTAINING PROPERTY OWNERS' NAMES & ADDRESSES

For the purpose of legal noticing, the Planning Division requires each applicant to submit a typewritten list of the property owners and their addresses for all parcels within 300 feet of the exterior boundaries of the parcel(s) on which the project is to be located.

The property owners' names and addresses should be obtained in the following manner:

1. From the County Assessor's Office obtain the Assessor's Map(s) covering the subject property and all parcels within 300 feet of the exterior boundaries of the parcel(s) on which your project is to be located.
2. Indicate the area of your project by outlining the entire subject parcel in red on the Assessor's Map, even if your request includes only a portion of a parcel.
3. Draw a line that is at a distance of 300 feet around the outer red outline of the boundaries of the parcel you outlined in step 2. This 300 foot line may fall on adjoining maps. Only one copy of each map on which the 300 foot radius line falls is required.
4. Using address label sheets write down the book, page and parcel number of the subject parcel and of all parcels touched by or included within the 300-foot area.
5. Now, using the Assessor's Books, look up the Assessor's Parcel Numbers recorded on the Address Label Sheet and copy down the names and addresses of the owners of each parcel identified. The roll would read as follows:

05003    012-345-67    Drake, John-Linda    7813 El Dorado Street  
Woodland, CA 95695

Type on a gummed label sheet the names and addresses copied down, so they appear like the following example:

JOHN AND LINDA DRAKE  
7813 EL DORADO STREET  
WOODLAND CA 95695  
APN 012-345-67

(Remember that the name in the Roll books will appear last name first)

6. Additionally, add to the ADDRESS LABEL SHEET the names and addresses of ALL PROPERTY OWNERS whose land fronts on or is traversed by any private road used to gain access to the proposed site from a public road.
7. Also add to the ADDRESS LABEL SHEET the property owner's and the project applicant's name and address as well as all parties that you believe should receive notice of the proposed project. These might include mineral rights holders, the home office of the permittee, citizen groups, etc. Be sure to include the applicant's engineer or representative.
8. Include with your application the original typed copy of the property owner sheet, three additional sets on gummed mailing labels, and the signed Affidavit of Certified Property Owners' List.
9. The person completing the 300-foot list must sign the Certified Property Owner's List certifying that the attached property owners' list contains the names and addresses of all property owners as they appear on the latest assessment roll of the county within the area described on the attached application and for a distance of three hundred (300) feet from the exterior boundaries of the property described on the application. NOTE: Failure to submit a complete and correct property owners' list may result in the nullification of your permit or a delay in permit processing.



# COUNTY OF YOLO COUNTY

Department of Community Services

Environmental Health Division

292 W. Beamer Street, Woodland CA 95695

Phone: (530) 666-8646 Fax: (530) 669-1448

## ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A building or business license application may require a review from Yolo County Environmental Health (YCEH) to ensure the compliance with County, State and Federal laws and regulations. Please complete this survey and answer questions pertaining to each YCEH unit and submit it as part of your complete application.

|   |                           |           |
|---|---------------------------|-----------|
| Site address:   | City:                     | Zip code: |
| Existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, name of business: |           |
| Property and/or owner of business name:                                     |                           |           |
| Phone number:   | Email:                    |           |
| Mailing address:  | City:                     | Zip code: |

Project Description: \_\_\_\_\_  
\_\_\_\_\_

Please answer the questions below pertaining to different units in Environmental Health to the best of your knowledge:

### For Land Use Unit

1. Will your building or facility use a well for your drinking water source?  Yes  No
2. Will your building or facility use an onsite wastewater treatment system (i.e. septic system)?  Yes  No
3. Will your building or facility generate waste tires onsite?  Yes  No
4. Will your building or facility haul 10 or more waste tires at one time?  Yes  No
5. Will your building or facility conduct solid waste related operations including chipping, grinding and composting?  
 Yes  No
6. Are there unused septic tanks and/or wells on this site?  Yes  No

### For Consumer Protection Unit

1. Will your building or facility store, prepare, package, serve, vend, or otherwise provide food for human consumption at the retail level?  Yes  No (*"Retail" means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food (any edible substance incl. beverage and ice) for dispensing or sale directly to the consumer or indirectly through a delivery service.*)
2. Will your building or facility have a public pool/spa? (A public pool/spa includes but is not limited to pools/spas located at hotels, motels, apartments, schools, health clubs etc.)  Yes  No
3. Will your building or facility be used for tattooing, body piercing or permanent cosmetics?  Yes  No

### For Hazardous Materials Unit

1. Will your building or facility handle or store any hazardous materials (a hazardous material is a chemical that is flammable, corrosive, reactive or toxic)?  Yes  No
2. Will your building or facility generate hazardous materials waste (i.e. used oil)?  Yes  No
3. Are there unused/abandoned hazardous materials storage containers on this site?  Yes  No

**\*\* Please turn over to complete and sign form \*\***

**If you answered "yes" to Hazardous Materials questions #1 through #3, please complete questions 1-10 below. Otherwise, you can skip the following questions:**

1. Will your commercial facility handle any hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas?  Yes  No
  
2. Will your commercial facility repair or maintain motor vehicles or motorized equipment?  Yes  No  
If yes, will your facility handle any of the following?  
Motor oil  Yes  No      Gasoline  Yes  No      Grease  Yes  No  
Antifreeze  Yes  No      Hydraulic Oil  Yes  No      Diesel  Yes  No
  
4. Will your commercial facility have an above ground storage tank (AST?)  Yes  No
  
5. Will your commercial facility sell motor vehicle fuel?  Yes  No  
If yes, will your commercial facility have an underground storage tank (UST?)  Yes  No
  
6. Will your commercial facility engage in welding operations?  Yes  No  
If yes, will your commercial facility handle more than one cylinder of acetylene, oxygen, shielding or other welding gases?  Yes  No
  
6. Will your commercial facility operate forklifts?  Yes  No  
If yes, will your facility store more than one extra cylinder of propane?  Yes  No
  
7. Will your commercial facility store batteries with 55 gallons or more of acid?  Yes  No
  
8. Will your commercial facility engage in photography?  Yes  No  
If yes, will your commercial facility generate photographic waste fluid?  Yes  No
  
9. Will your commercial facility engage in x-ray processing?  Yes  No  
If yes, will your commercial facility generate x-ray processing waste fluid?  Yes  No
  
10. Will your facility handle yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste?  Yes  No  
If yes, are these materials managed in a way which would allow them to reach 122 degrees Fahrenheit?  Yes  No

If you answered "yes" to any of the above questions under hazardous materials unit, you may be required by State law to submit a Hazardous Materials Business Plan to YCEH. Failure to comply with this requirement could result in fines of up to \$2,000.00 per day. As of January 1, 2013, business plans must be filed by going to the California Environmental Reporting System (CERS) website (<http://cers.calepa.ca.gov>), creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH. For assistance with CERS submittal, please call our office at (530) 666-8646 and ask to speak with a hazmat specialist.

***I hereby certify that the information in this document is true and correct to the best of my knowledge.***

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_