



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 • FAX (707) 995-2653

VARIANCE APPLICATION

(Note: All Environmental Forms Require Completion Before Submittal)

TO APPLY:

1. Submit completed application form.
2. Submit a site plan.
3. Submit information supporting the required findings.
4. Submit the following fees (as listed in the Fee Schedule)

_____ Variance
_____ Environmental Impact Report or Mitigated Negative Declaration
_____ Initial Study/Negative Declaration
_____ Exemption

Address of Site: _____ Assessor's Parcel Number(s): _____

_____ Description of requested variance (see informational sheet)

_____ Why are you requesting a variance? Be specific (may be attached on separate sheet).

_____ Applications must be signed by the legal owner or his legally authorized agent. Such signature attests that the signatory affirms the information furnished in this application is true: he has legal ownership or legal agency with the right to dispose of and utilize the parcel(s); moreover, that he and any cosigners affirm that they will abide by the conditions and obligations legally required and will inform any assigns of their continuing responsibilities.

_____ Applicant's Name: _____ Phone No: _____

_____ Applicant's Mailing Address: _____

_____ Applicant's Signature: _____

_____ Property Owner's Name: _____

_____ Property Owner's Mailing Address: _____

_____ Property Owner's Signature: _____

STAFF USE ONLY

FILE NO. V- Initial Study No. IS- Fees: \$

Date Recd: _____ By: _____ Receipt No. _____

Existing Use _____ Zone _____ Related Files _____

ENVIRONMENTAL REVIEW: _____ **Required:** _____
Exempt (Sec. _____ : Class _____)

BEFORE SUBMITTING A VARIANCE APPLICATION, PLEASE CONTACT THE PLANNING DEPARTMENT TO DISCUSS YOUR REQUEST.

This will give staff an opportunity to discuss your situation and to give a preliminary indication on whether you need a variance or if your request will qualify for a variance. Staff may also recommend alternatives to a variance which could save you the time and money.

FINDINGS REQUIRED FOR APPROVAL

The Planning Commission must determine that the variance is consistent with all three of the following findings. The Planning Commission cannot approve a variance on the grounds that compliance with the zoning regulations will be an economic hardship.

1. That any variance permit granted shall be subject to such conditions as will assure that the adjustment authorized shall not constitute a grant special privilege inconsistent with the limitations upon other properties in the vicinity and district in which the subject property is situated.
2. That because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning law is found to deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification.
3. That the granting of the variance permit will not be contrary to the intent of this ordinance or to the public safety, health and welfare or injurious to other properties in the vicinity.

On a separate sheet of paper, provide information describing how your specific request meets each of these three (3) findings or requirements.

DESCRIPTION OF VARIANCE

Include the following information: (1) specific section of the municipal code and the standard or requirement for which you are requesting the variance; and (2) the change or requested reduction of the requirement or standard. For example: Variance of Municipal Code section 18-2.309(a), front setback requirement, requesting of the setback from 20' to 15' to allow construction of a garage.

REQUIRED PLAN AND INFORMATION

If the variance request is submitted concurrently with a conditional use permit application.
The development plan shall identify in bold printing those portions of the plan for which the variance is being requested. This plan will serve as the required plan for both the variance and development permit application.

If only a variance request is submitted.- Submit fifteen (15) copies of a plan drawn to scale and showing the information listed below. If the plans are drawn on sheets larger than 11" x 17", the plans must be individually folded so that they are no larger than 8 1/2" x 11" in size and a legible reduction of the required plan(s) a maximum size of 11" x 17" must be provided.

1. **General Information Written on the Plan Sheet**

- a. Applicant's name and address.
- b. Property address and assessor parcel number.
- c. Lot area (in acres and square feet).
- d. North arrow and scale bar.
- e. Land uses on parcels adjacent to the subject property.

2. **Site Information**

- a. Property lines with dimensions.
- b. Location and name(s) of adjacent street(s).
- c. Topographic lines.
- d. Watercourses or drainage channels.
- e. If the lot is adjacent to Clear Lake, a survey showing the zero and 7.56 Rumsey gauge lines may be required.

3. **Project Information**

- a. Location and description of existing and proposed structures with heights and dimensions.
- b. Setbacks of structures from property lines.
- c. Location, dimensions and surfacing of driveway(s) and parking area(s).

City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 * FAX (707) 995-2653

ENVIRONMENTAL INFORMATION FORM

(This form will be completed by each applicant and submitted to the City of Clearlake Community Development Department, PRIOR to the City initiating an Initial Study)

Date Filed: _____

General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Parcel Number: _____
3. Name, address and telephone number of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed): _____

PROJECT DESCRIPTION

- 8. Site size
- 9. Square footage.
- 10. Number of floors of construction.
- 11. Amount of off-street parking provided.
- 12. Attach plans.
- 13. Proposed scheduling.
- 14. Associated project.
- 15. Anticipated incremental development.
- 16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
- 17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
- 18. If industrial, indicate type, estimated employment per shift, and loading facilities.
- 19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
- 20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>

Continued >

- | | Yes | No |
|---|--------------------------|--------------------------|
| 28. Site on filled land or on slope of 10 percent or more. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Use of disposable of potentially hazardous materials, such as toxic substances, flammables or explosives. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Relationship to a larger project or series of projects. | <input type="checkbox"/> | <input type="checkbox"/> |

ENVIRONMENTAL SETTING

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, 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.
34. Describe the surrounding properties, including information on plant- and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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 vest of my knowledge and belief.

Date _____

Signature _____

For _____