



## Planning Department Application Packet

### VARIANCE

**DESCRIPTION:** A variance is a request to modify zoning standards applicable to construction of a building or structure on a lot. Variances may be granted for standards such as setback requirements, building heights and other lot development standards. Variances to allow a use not otherwise allowed within a particular zoning district (i.e. “use variance”) cannot be considered. The Alpine County Planning Commission makes decisions on variances. The approval may include conditions that must be satisfied, usually prior to issuance of either a building permit or final occupancy permit for the building. A public hearing with the Planning Commission is required prior to a decision to approve, approve with conditions, or deny a variance request. Notice of the public hearing is published and sent to property owners in the vicinity. The Planning Commission’s decision on a variance may be appealed to the Board of Supervisors in accordance with the appeal process in Section 18.88 of the Alpine County Code.

**APPLICATION DEADLINE:** A complete application must be submitted to the Alpine County Planning Department at least six (6) weeks prior to the public hearing with the Planning Commission. The Planning Department will check the application to determine if it is complete. If complete, processing will begin. If incomplete, the applicant will be informed in writing and all additional information required for a complete application must be submitted before processing will begin.

**DEPOSIT:** An initial development processing deposit of \$500 is required. If deposited funds are reduced to less than 25% of the initial deposit amount during project processing, additional funds will be required in order to continue with processing. Any balance remaining after processing is completed and all conditions of approval satisfied will be refunded. A separate and additional deposit will be required for environmental processing if applicable to the proposed variance.

**PRE-APPLICATION MEETING AND APPLICATION CHECKLIST:** Applicants are encouraged to meet with the Planning Director to discuss the proposal and County requirements prior to submitting an application. During this meeting, the applicant and the Planning Director can review the application checklist together and note the items that will be required. The Planning Director will determine if items are required or not required based on the nature and location of the proposal. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable.

**ENVIRONMENTAL REVIEW:** Consideration of a variance may be subject to review under the California Environmental Quality Act (CEQA). As the “lead agency”, Alpine County will determine if the proposal is exempt or excluded from CEQA review or if further environmental review is required. If required, the environmental review must be completed before a decision can be made on the zoning change. The applicability of CEQA to the proposal can be discussed during the pre application meeting. If environmental review is required, an additional development processing deposit of \$1000 will be required. If it is determined that an Environmental Impact Report (EIR) is required, the applicant is required to pay for the full cost of preparing and processing the EIR.

**COMBINED SUBMITTALS:** Combined submittals consisting of more than one type of application are possible if deemed acceptable by the Planning Director. A pre-application meeting is mandatory prior to making a combined submittal. Applicants should be advised that combined submittals may result in longer review times due to multiple requests being combined into one submittal. The Planning Department may also require that the applications included in a combined submittal be reviewed and considered in stages. Also, combined submittals require additional processing deposits.

**NUMBER OF COPIES:** One (1) complete set of all required application materials (see checklist), including one full size set (D size – 24"x36" and one 11" X 17" set) of all plans and one complete set of all written documents (8 1/2" x 11") shall be submitted. In addition, the following duplicate sets shall be submitted:

**Tri-County Technical Advisory Committee – Kirkwood Area**

- 3 sets of 11" x 17" plans

**California Environmental Quality Act – Environmental Review - State Clearinghouse**

- 15 full size sets of plans if the project requires an environmental review through CEQA

**Planning Commission**

- 18 sets of 11" x 17" plans

**Board of Supervisors**

- 13 sets of 11" x 17" plans (if planning commission decision is appealed)

Normally, the number of copies noted above will be sufficient to complete the project review. However, additional copies of application materials may be requested by the Planning Department if necessary to complete the review.

**REVIEW SCHEDULE:** Once a complete application is filed with the Planning Department, review of the project will begin. Review by the Tri-County Technical Advisory Committee is required for all variance requests within designated Highway 88/89 corridor prior to consideration of the application by the Alpine County Planning Commission. The application will be reviewed at the following public meetings:

- Tri-County Technical Advisory Committee (applies to projects in Kirkwood and within the Highway 88 corridor between Picketts Junction and Kirkwood, and Highway 89 corridor between Picketts Junction and Luther Pass - regular meetings are the 1<sup>st</sup> Friday of each month at the Kirkwood Community Services Building in Kirkwood).
- Alpine County Planning Commission - a public hearing is required prior to a decision on a use permit application (regular meetings are the last Thursday of each month at the Turtle Rock Park building on Highway 89 between Markleeville and Woodfords)

**CRITERIA FOR DECISION:** In order to approve the variance, the Planning Commission must be able to make the following findings:

- Because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of the privileges enjoyed by other property in the vicinity and under the same zoning classification.
- Granting of the variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare, or injurious to property or improvements in the vicinity.
- Granting the variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and within the zone in which the property is situated.

**ADDITIONAL INFORMATION:** Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road  
 Markleeville, CA 96120  
 Phone: 530-694-2140  
 Fax: 530-694-2149  
 Email: zwood@alpinecountyca.gov

Required		VARIANCE APPLICATION CHECKLIST
Yes	No	
<b>APPLICATION FORM, AUTHORIZATION AND WRITTEN DOCUMENTS</b>		
		1. Application form completed and signed by the applicant.
		2. Property owner's written authorization to proceed with the project. This can be in the form of the owner's signature on the application form, or a separate letter of authorization.
<b>VICINITY AND EXISTING CONDITIONS MAPS</b>		
		3. A vicinity map showing the proposed site and its relationship to the surrounding area including roads, public trails, utilities and improvements, drainage ways, creeks, rivers and other water bodies, adjoining subdivisions and other developed areas, and other geographic features in the general vicinity where the use is proposed to be located.
		4. A map or maps of the existing conditions on the site drawn to a scale of not less than 1" equals 40 feet, showing the following:
		a. Topography at a contour interval or either 2 feet if existing slopes are less than 10 percent, or up to 5 feet where existing slopes are 10 percent or greater;
		b. The approximate size, location and species of trees or groups of trees on the property and the identification of any trees proposed to be removed;
		c. The approximate location and outline of existing structures within the site and identified by type, including identification of buildings to be removed;
		d. Location of all buildings and structures on the adjoining lot(s) which are adjacent to the area(s) where the variance is being requested
		e. Hydrologic features including all existing drainage control features and bodies of water, all areas which are subject to inundation or storm water overflow, and the location, width, and direction of flow of all watercourses;
		f. The location, pavement and right of way width, grade and name of existing streets or highways;
		g. The widths, location and identity of all existing easements, including the identification of all utility installations;
		h. Location of all existing wells, water systems and sewage disposal systems;
		i. The location and approximate boundaries of all wetland areas;
		j. Land cover and vegetation type;

<b>Required</b>		<b>VARIANCE APPLICATION CHECKLIST</b>
<b>Yes</b>	<b>No</b>	
		5. Location of any unique or potentially sensitive natural, historic or archeological features that might be affected by the proposed use;
<b>SITE, GRADING AND BUILDING PLANS</b>		
		6. A site plan for the proposed use legibly and accurately drawn to a scale of not less than one inch = 40 feet, showing the following:
		a. Topography at a contour interval of either 2 feet if existing slopes are less than 10 percent, or up to 5 feet where existing slopes are 10 percent or greater, including the source and date of existing contour (topography) information;
		b. The location of property boundaries for the site;
		c. The location of all proposed uses on the site;
		d. The location of all proposed improvements including buildings, parking areas, roads, driveways, pedestrian trails and walkways, drainage structures, snow storage areas, and utilities;
		e. The location, dimensions, and purpose of all proposed easements and rights of way located both within the site and outside of the site if necessary to serve the proposed uses;
		7. A grading plan legibly and accurately drawn to a scale of not less than one inch = 40 feet showing how the site will be graded for development and identifying all cut and fill areas.
		8. Exterior building elevations and floor plans of all proposed buildings drawn to a typical architectural scale (1/4 scale or 1/8 scale). Exterior elevations need to show how the buildings will be located on the site. Information on the proposed exterior materials and colors for all proposed buildings shall also be provided.
<b>UTILITY CERTIFICATIONS</b>		
		9. Certification from utility companies if the variance request will affect any existing utility easements on or immediately adjacent to the property.



**APPLICATION FOR DEVELOPMENT**

Alpine County Planning Department  
 50 Diamond Valley Road  
 Markleeville, CA 96120  
 Tel: (530) 694-2140, Fax: (530) 694-2149

<b>OFFICIAL USE ONLY</b>	
Received by _____	
Date _____	
Deposit/Fees paid _____	
Receipt # _____	
Case # _____	

**PROJECT AND SITE INFORMATION**

Project Name	
Project Location/Address	
Assessor Parcel Numbers	
Parcel Size	Existing Uses

**PROPERTY OWNER INFORMATION**

Name			
Address			
City		State	Zip
Phone	Fax	Cell	Email

**APPLICANT/AGENT INFORMATION (If different from property owner)**

Name			
Address			
City			
Phone	Fax	Cell	Email

**TYPE OF APPLICATION**

<input type="checkbox"/> Code Amendment	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Review	<input type="checkbox"/> Variance
<input type="checkbox"/> Envelope Modification	<input type="checkbox"/> Surface Mining Permit	<input type="checkbox"/> Zone Change
<input type="checkbox"/> General Plan Amend.	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Other _____

**AUTHORIZATION AND ACKNOWLEDGEMENTS**

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.

<b>SIGNATURE OF PERSON SUBMITTING APPLICATION</b>	<b>DATE</b>
<b>PROPERTY OWNER SIGNATURE</b>	<b>DATE</b>