

**GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY**  
**125 SOUTH MURDOCK AVENUE**  
**WILLOWS, CA 95988**  
**(530) 934-6540      FAX (530) 934-6713**  
**www.countyofglenn.net**

**INSTRUCTIONS FOR FILING APPLICATION FOR**  
**A ZONE VARIANCE**

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

1. Application Form must be properly filled out and signed by Applicant(s) and Owner(s). All property owners must sign (husband and wife) or a Power-of-Attorney must be submitted. If a corporation is the property owner, a Resolution from the corporation authorizing this application this application shall be submitted.
2. Environmental Information Form must be properly filled out and signed.
3. Filing Fees:

(a)	Application	\$1,100.00
(b)	Clerk's fees	<u>\$ 50.00</u>
	<b>TOTAL</b>	<b>\$1,150.00</b>
4. A separate non-refundable \$75.00 check or money order (no cash), made out to the Northeast Information Center at Chico State University, will be required for a records search to identify the potential existence of historical and/or cultural resources on the project parcel(s). This is a State requirement as of March 1, 2005.

**Pursuant to Board of Supervisors Resolution No. 96-12**

For complex projects an estimate of the Glenn County Planning Division time and expense shall be prepared by the Glenn County Planning Division within thirty (30) 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 Planning Division Trust Account for that specific application.

No work shall be performed by the Planning Division on the project in excess of the allotted hours listed above until funds are deposited in a Planning Division 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.

5. One copy of the current County Assessor's Map with the Property of the proposed use delineated.
6. Twenty-five (25) copies of the Development Plan must be submitted with the application. The Development Plan must be clear and accurate drawing of suitable size (on sheets of 8½ x 11" or larger) showing the property dimensions, its' location with respect to adjacent roads, and the location of all existing and proposed buildings or structures with their distances from the property lines. If the development plan is on sheets larger than 8½"x 11", submit one copy of the development plan on an 8½"x 11" sheet. The Planning Director may require additional copies if necessary.
7. According to Section 65943 of the California Government Code, your application will be reviewed within thirty (30) days and you or your agent will receive written notice regarding the completeness of your application. The Technical Advisory Committee 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 6594(C), additional information may be requested in order to comply with Division 13 of the State of California Public Resources Code.
8. If the California Department of Fish and Game requires environmental review fees, the Applicant is responsible for these fees.

Case # \_\_\_\_\_

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**APPLICATION FOR A ZONE VARIANCE**

**NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.**

**1. APPLICANT:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (Business)** \_\_\_\_\_ **(Home)** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**2. PROPERTY OWNER:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (Business)** \_\_\_\_\_ **(Home)** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

3. **Name and Address of property owner's duly authorized agent who is to be furnished with notice of hearing (Section 65091 of the California Government Code).**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

4. **Address and Location of Project:** \_\_\_\_\_

\_\_\_\_\_

5. **Current Assessor's Parcel Number:** \_\_\_\_\_

6. **Existing Zoning:** \_\_\_\_\_

7. **Existing Use of Property:** \_\_\_\_\_

8. **Request:** \_\_\_\_\_

9. **Explain the details which indicate that your case conforms to the following requirements:**

- (a) **That there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to the property or class of uses in the same vicinity or zone.**
- (b) **That such variance is necessary for the preservation and enjoyment of a substantial property right of the Applicant possessed by other property in the same vicinity and zone.**
- (c) **That the granting of such variance will not be detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located.**

**DECLARATION UNDER PENALTY OF PERJURY**  
**(Must be signed by the Applicant and the Property Owner)**

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 consenting to the preparation and submission of this application.

I (We) declare under Penalty of Perjury that the foregoing is true and correct.

The Property Owner(s) and (or) Applicant(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, cost 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.

**PROPERTY OWNER (S):**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**APPLICANT (S):**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Date \_\_\_\_\_  
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. Assessor's Parcel No. \_\_\_\_\_
5. Existing Zoning: \_\_\_\_\_
6. Existing Use: \_\_\_\_\_

7. Proposed use of site (project for which this form is prepared) \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

II. ENVIRONMENTAL SETTING

1. Describe the project site as it exists before the project. Include the following 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.

(A) Drainage; Include a statement and tests explaining percolation rates, soil types, and suitability for any onsite sewage disposal systems which may be required.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Describe the surrounding properties, including information on plants 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.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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

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

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

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

III. SPECIFIC ITEMS OF IMPACT

1. Solid waste collection (individual disposal, private carrier, city): \_\_\_\_\_  
\_\_\_\_\_
2. Liquid waste disposal (septic tank-leach line system, see page pit): \_\_\_\_\_  
\_\_\_\_\_
3. Water supply (domestic well, irrigation district, private water company):  
\_\_\_\_\_
4. Source of energy (electricity, propane): \_\_\_\_\_

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

1. Size and number of structures (include square footage): \_\_\_\_\_  
\_\_\_\_\_
2. Amount of off-street parking provided: \_\_\_\_\_
3. Will the project be constructed in phases? If so, describe each phase briefly: \_\_\_\_\_
4. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_
5. If commercial, indicate type, estimated employment per shift, and loading facilities:  
\_\_\_\_\_  
\_\_\_\_\_
6. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_
7. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

Case No. \_\_\_\_\_ 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. The Technical Advisory Committee or other reviewing agencies 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.