



AMADOR COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT

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COUNTY ADMINISTRATION CENTER • 810 COURT STREET • JACKSON, CA 95642-2132

PRE-APPLICATION INFORMATION AND CHECKLIST FOR A VARIANCE REQUEST

Application for a Variance request shall include the following:

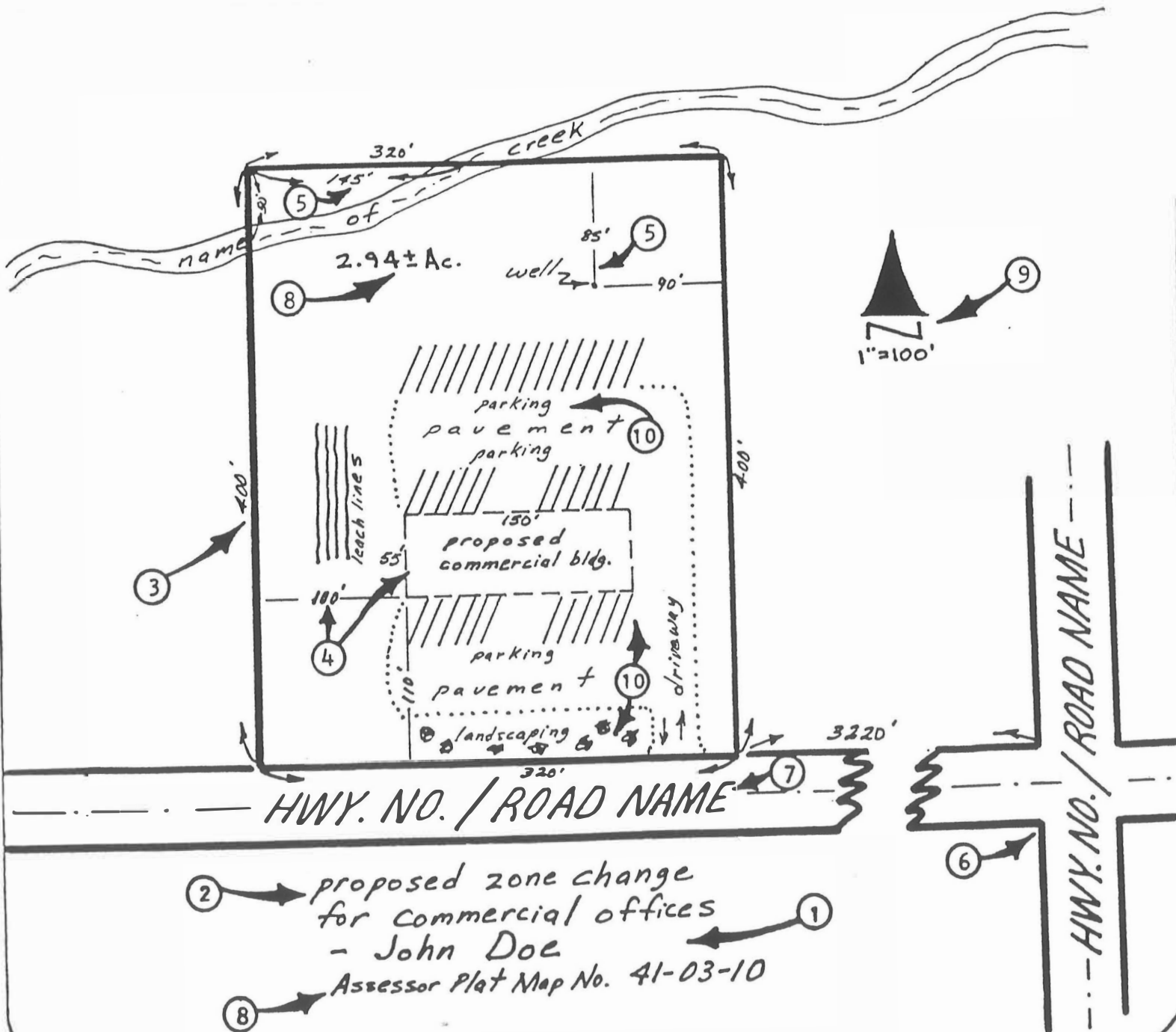
- _____ 1. Letter of application explaining purpose of request, description of variance, and other pertinent information.
- _____ 2. Letter of authorization if landowner is being represented by another party.
- _____ 3. Submit a plot plan (max 11"x17") of parcel showing location of project in relation to property lines and any other structures that are on the property. NOTE: An Assessor Plat Map can be obtained from the Surveying and Engineering Department for the purpose of aiding in drawing of the plot plan; **see plot plan guidelines attached.**
- _____ 4. Copy of deed(s) to property.
- _____ 5. Completed Environmental Assessment Form.
- _____ 6. Filing fee of \$_____
- _____ 7. AFD fee of \$_____
- _____ 8. Application Form to be signed at the time of project presentation in the Planning Department.

NOTE: IT IS TO YOUR BENEFIT TO BE AS SPECIFIC AS POSSIBLE WITH YOUR APPLICATION INFORMATION.

NOTE: *Pursuant to County Code Section 19.52.060 B., "In any case, where a variance has not been used within one year after a date of granting thereof, then without further action by the planning commission or board of supervisors, the variance granted shall be null and void."*

PLOT PLAN GUIDELINES

1. Applicant's name
2. Project title and/or description
3. Outline of property with dimensions
4. Size, dimensions and distances from property lines of all structures on property and proposed project area
5. Location and distances from property lines and other structures of wells, creeks, rivers, etc. and other outstanding property features
6. Location, distance and names of nearest road intersection
7. Distance and name of nearest road to property
8. Parcel size and assessor plat map number
9. Scale of map and direction of north
10. Any other pertinent information pertaining to project



ENVIRONMENTAL INFORMATION FORM

To be completed by applicant; use additional sheets as necessary.
Attach plans, diagrams, etc. as appropriate.

GENERAL INFORMATION

Project Name: _____

Date Filed: _____ File No. _____

Applicant/ _____

Developer _____ Landowner _____

Address _____ Address _____

Phone No. _____ Phone No. _____

Assessor Parcel Number(s) _____

Existing Zoning District _____

Existing General Plan _____

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 _____

WRITTEN PROJECT DESCRIPTION (Include the following information where applicable, as well as any other pertinent information to describe the proposed project):

1. Site Size
2. Square Footage of Existing/Proposed Structures
3. Number of Floors of Construction
4. Amount of Off-street Parking Provided (provide accurate detailed parking plan)
5. Source of Water
6. Method of Sewage Disposal
7. Attach Plans
8. Proposed Scheduling of Project Construction
9. If project to be developed in phases, describe anticipated incremental development.
10. Associated Projects
11. Subdivision/Land Division Projects: Tentative map will be sufficient unless you feel additional information is needed or the County requests further details.
12. Residential Projects: Include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected.
13. Commercial Projects: Indicate the type of business, number of employees, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
14. Industrial Projects: Indicate type, estimated employment per shift, and loading facilities.
15. Institutional Projects: Indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
16. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required.

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

YES NO

- 17. Change in existing features or any lakes or hills, or substantial alteration of ground contours.
- 18. Change in scenic views or vistas from existing residential areas, public lands, or roads.
- 19. Change in pattern, scale, or character of general area of project.
- 20. Significant amounts of solid waste or litter.
- 21. Change in dust, ash, smoke, fumes, or odors in the vicinity.
- 22. Change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.
- 23. Substantial change in existing noise or vibration levels in the vicinity.
- 24. Site on filled land or has slopes of 10 percent or more.
- 25. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.
- 26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 27. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- 28. Does this project have a relationship to a larger project or series of projects?

ENVIRONMENTAL SETTING

- 29. 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 (cannot be returned).
- 30. Describe the surrounding properties, including information on plants 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, setback, rear yard, etc.). Attach photographs of the vicinity (cannot be returned).
- 31. Describe any known mine shafts, tunnels, air shafts, open hazardous excavations, etc. Attach photographs of any of these known features (cannot be returned).

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)

For _____

INDEMNIFICATION

Project: _____

In consideration of the County’s processing and consideration of the application for the discretionary land use approval identified above (the “Project”) the Owner and Applicant, jointly and severally, agree to defend, indemnify, and hold harmless the County of Amador from any claim, action, or proceeding against the County to attack, set aside, void or annul the Project approval, or any action relating related to the Project approvals as follows:

1. Owner and Applicant shall defend, indemnify, and hold harmless the County and its agents, officers or employees from any claim, action, or proceeding against the County or its agents, officers or employees (the “County”) to attack, set aside, void or annul the Project approval, or any prior or subsequent determination regarding the Project, including but not limited to determinations related to the California Environmental Quality Act, or Project condition imposed by the County. The Indemnification includes, but is not limited to, damages, fees, and or costs, including attorneys’ fees, awarded against County. The County in its sole discretion may hire outside counsel to handle its defense or may handle the matter internally. Indemnification also includes paying for the County’s defense if it elects to hire outside counsel. Indemnification also includes compensating the County for staff time associated with the litigation. The obligations under this Indemnification shall apply regardless of whether any permits or entitlements are issued.

2. The County may, within its unlimited discretion, participate in the defense of any such claim, action, or proceeding if the County defends the claim, action, or proceeding in good faith.

3. The Owner and Applicant shall not be required to pay or perform any settlement by the County of such claim, action, or proceeding unless the settlement is approved in writing by Owner and Applicant, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, by their signature below, Owner and Applicant hereby acknowledge that they have read, understand, and agree to perform the obligations under this Indemnification.

Applicant:

Owner (if different than Applicant):

Signature

Signature



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Chapter 19.52 VARIANCES

Sections:

19.52.010	When permitted.
19.52.020	Application.
19.52.030	Public hearings.
19.52.040	Action by planning commission.
19.52.050	Action by board of supervisors.
19.52.060	Revocation.
19.52.070	Effect.

19.52.010 When permitted.

Where practical difficulties, unnecessary hardships or results inconsistent with the purpose and intent of this title may result from the strict application of certain provisions thereof, variance may be granted as provided in this chapter, but in no case shall a variance be approved to allow a change in the use of land or buildings. (Ord. 351 §13(part), 1962).

19.52.020 Application.

Application for variance shall be made in writing on a form prescribed by the planning commission and shall be accompanied by the required fee, no part of which shall be returnable to the applicant and by statement, plans and other evidence showing:

- A. That any variance granted shall be subject to such conditions as will assure that the adjustment thereof authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situate;
- B. That because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance is found to deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification. (Ord. 898 §3, 1982).

19.52.030 Public hearings.

A public hearing shall be held on any application for a variance. The planning commission shall give notice thereof as required by California Government Code Section [65090](#) et seq., as may be amended or renumbered. (Ord. 1701 §2, 2010: Ord. 351 §13.2, 1962).

19.52.040 Action by planning commission.

After conclusion of the public hearing, the planning commission shall make a written finding of facts whether the qualifications under Section [19.52.020](#) apply to the land, building or use for which variance is sought and whether such variance shall be in harmony with the general purposes of this title. Such written finding of facts shall be submitted to the board of supervisors. (Ord. 351 §13.3, 1962).

19.52.050 Action by board of supervisors.

The board of supervisors shall consider the variance application within sixty days after receipt of the planning commission report and if the board of supervisors finds that the qualifications under Section [19.52.020](#) apply to the land, building or use for which variance is sought, and that such variance is in harmony with the general purposes of this title, said board shall grant such variance. The board may designate such conditions in connection with the variance as it may deem necessary to secure the purposes of this title and may require guarantees and evidence. (Ord. 351 §13.4, 1962).

19.52.060 Revocation.

A. In any case, where the conditions of granting of a variance have not or are not complied with, the planning commission shall give notice to the permittee (of intention to revoke such variance) at least ten days prior to a hearing thereon. After conclusion of the hearing, the planning commission may revoke such variance. Such revocation shall be subject to confirmation by the board of supervisors.

B. In any case, where a variance has not been used within one year after a date of granting thereof, then without further action by the planning commission or board of supervisors, the variance granted shall be null and void. (Ord. 351 §13.5, 1962).

19.52.070 Effect.

No building or zoning permit shall be issued unless in accordance with the conditions and terms of the variance granted. (Ord. 351 §13.6, 1962).