



**PLANNING SERVICES  
DEPARTMENT**

411 Main Street (530) 879-6800  
P.O. Box 3420  
Chico, CA 95927

Application No. \_\_\_\_\_

**APPLICATION FOR  
Variance**

**Applicant Information**

Applicant		Daytime Phone	
Street Address			
City		State	Zip
Property Owner		Daytime Phone	
Address			
City		State	Zip

**Project Information**

Property Address	
Assessor's Parcel No(s)	Parcel Size
Existing Land Use	
Present Zoning	Present General Plan Designation

Describe the Request  
(Applicant must also provide information to support findings necessary to grant variance by completing attached Findings of Fact form.)

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(If Applicable) Days & Hours of Operation	No. of Employees
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**Required Signatures**

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this application.** (Before signing, see the information on page 2 of this application.)

Applicant's Signature	Date
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**For Office Use Only**

Application Received By	Butte County Filing Fee \$50 (Check payable to Butte County)  ___ Applies  ___ Does Not Apply	Receipt No.
Date		Application Fee \$
Assigned Planner		Environmental Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)



### **Requirements for a Complete Application**

The following items are **REQUIRED** for a complete application:

- Completed and Signed Application Form
- Completed Environmental Questionnaire Form
- Written Authorization from the Property Owner (if Applicant is not the Owner)
- 8½" X 11" Site Plan of Proposed Development (indicate dimensions and all information pertinent to the proposed project)
- Application and Environmental Review Fees

As a result of the environmental review process, additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

### ***Time Limits***

Pursuant to California Government Code Sections 65943 and 65950, the City has 30 days from the date of submittal to determine if an application is complete and six months from the date of acceptance of a complete application to take final action when a negative declaration is prepared.

If an Environmental Impact Report is required, the City must take action within 90 days after certification of the Report.

Any required public hearing must be held at least 60 days prior to the expiration of the time limit.

### ***Notice of Pending Amendments***

Pursuant to California Government Code Section 65945, et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the Applicant's project.

**Note:** By signing the front of this application form, the Applicant is indicating that the project site is not included on any State or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, as amended in January, 1996.



**SITE PLAN CHECKLIST**

Applies	Does Not Apply	Item
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- |                          |                          |                                                                                                                                                                              |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Workable scale                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Property lines                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of property lines, acreage and setbacks                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent streets, alleys and properties                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing features: structures and size, landscaping, utility poles, hydrants, street lights, trees (note whether to be retained or removed)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Footprint and location of new structures                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Walkways                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking stalls, driveways and dimensions (including handicapped stall and ramp as applicable)                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | New landscaping: perimeter and interior                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Fence locations and height                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash areas with screening                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of utility company transformer boxes, fixtures, etc.                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Bicycle racks/storage facilities                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Street address/Assessor's parcel number(s)                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of Applicant                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Project title                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations: lot size, floor area, number of parking stalls, landscaped area, lot coverage, parcel size/area                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Delineation of phasing, when applicable                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Other appropriate information:<br>Commercial and industrial projects: easements, loading docks, open storage, etc.<br>Residential: recreation facilities and other amenities |



**FINDINGS OF FACT**

Each zoning classification and land use has an associated set of development standards which are specified in the Chico Municipal Code. The Code also establishes a procedure to grant variances from these standards where unique circumstances exist to warrant relief from the strict application of these standards.

A variance can be granted only if specific findings are made to indicate that unique circumstances do, in fact, exist. These special circumstances may include factors such as the size, shape, topography, location and surroundings of a piece of property.

The Courts have clearly indicated that variances are not intended to rewrite the City Code and can only be granted if all the findings listed below are made. Further, the Courts have indicated the actual factual basis for these findings must be stated.

**Note to Applicant:**

Please do **not** apply for a variance unless you can provide the necessary factual basis to grant the requested variance. All necessary application fees are non-refundable.

**Findings**

Finding	Statement of Fact
1. There are exceptional or extraordinary circumstances or conditions applicable to the property, structure, or use referred to in the application, including location, size, surroundings, or topography, which do not apply generally to property, structures, or uses in the same zoning district, so that the strict application of these Regulations denies the property owner privileges enjoyed by other property owners in the vicinity and under an identical zoning district;	
2. Granting the variance is necessary for the preservation and enjoyment of substantial property rights;	



<b>Finding</b>	<b>Statement of Fact</b>
<p>3. Granting the variance does not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel;</p>	<p></p>
<p>4. Granting the variance does not result in special privileges inconsistent with the limitations upon other properties in the vicinity and zoning district in which the property is located; and</p>	<p></p>
<p>5. Granting the variance will not, under the circumstances of the particular case, be materially detrimental to the public interest, health, safety, convenience, or welfare of the City, or injurious to the property or improvements in the vicinity and zoning district in which the property is located.</p>	<p></p>

**All of the above findings must be made, including the statement of specific facts, to grant a variance.**



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For Application No. \_\_\_\_\_

# Environmental Questionnaire

The following information is requested to expedite the environmental review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Feel free to ask a staff Planner if you have any questions; omissions and errors could delay your project.

Project Information		
Describe the proposed project.		
Is grading proposed with the project? If yes, for what purpose and approximately how many cubic yards?		
Will the project include outdoor lighting? (Include type and location)		
Estimate the approximate square footage of proposed impervious surfaces, including building area, concrete, paving and other hardscape features.		
List the requested City permits and other public agency approvals required for this project, including County, State and Federal agencies. Please be aware that omissions may delay environmental review.		
Permit Name/Type	Responsible Agency	Date Request Submitted

For Office Use Only	
Project Title	SCH No.
	Receipt No.
Assigned Planner	Environmental Review Fee \$
Received By	Date Received



**Project History**

Have any previous environmental studies or documents been prepared for the project site? If yes, please describe.

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Was this project heard by the Development Review Committee? When?

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**Existing Conditions**

Describe the existing and historic use of the site.

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Provide a concise statement describing the current environmental setting of the project site.

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Are there residents/tenants who will need to be relocated as a result of the proposed project?

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**Site Features**

Is the project located near any of the following: schools, churches, day care facilities, health care facilities, streams, parks, nature preserves, or undeveloped natural land? Please describe:

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Does the site contain trees over 6" in diameter or native vegetation? Would the project remove these features?

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Are any endangered, threatened, rare or sensitive species suspected of existing on site? Describe:

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Have any known historical, archaeological, or paleontological resources been identified on site?

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**Water Features**

Will a new storm drainage outfall, or improvements to the existing storm drainage outfall, be necessary?

Does the project site include any surface water features including creeks, tributary channels or areas of ponding water in the wet season?  
Describe:

**Toxins and Hazardous Substances**

Is there a history of contaminated soil or groundwater associated with this site?

Are any underground storage tanks or other subsurface structures located on site (not including utilities)?

Will the project involve the use or disposal of potentially hazardous materials including flammable, explosive, or toxic substances?

**Other Pertinent Information**

Please describe any other characteristics or effects of the project that may be of environmental consequence.

**Required Signatures**

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief.

Applicant's Signature Date