

**CALAVERAS COUNTY
PLANNING DEPARTMENT**

GOVERNMENT CENTER
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VARIANCE
INSTRUCTIONS FOR FILING APPLICATION

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

1. **Application Form** shall be properly filled out and signed by owner (s) of property and applicant (s). All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a Resolution from the corporation authorizing this application shall be submitted.
2. **All Applications must go through a pre-application review process prior to acceptance. Applications will be reviewed by appointment only, and will not be accepted over the counter or through the mail.**
3. **Application Fees:**
Administrative (Review and approval by the Planning Director) **\$ 2,958.00**
(a) The decision of the Planning Director may be appealed pursuant to section 17.98.070 procedures.
Review and approval by the Planning Commission (as built)..... **\$ 3,173.00**
(b) The decision of the Planning Commission may be appealed pursuant to section 17.98.070 procedures.
4. One copy of the current **County Assessor's Map** with the property of the proposed land use delineated shall be submitted with the application.
5. One copy of the **Current Deed** from the Official Records of the County shall be submitted with the application. If the deed shows a corporation as the owner, a copy of a Resolution from the Corporation authorizing this application, shall be submitted.
6. Two copies of a **Current Title Report**. The title report must be less than 1 year old.
7. The proposed **Development Plan** shall be clearly and legibly drawn to scale on drawing sheets of at least 18" x 24" paper or larger. Use a standard engineering or architect's scale.
 - (a) For Planning Director review projects, **one (1) folded copy**, and **one (1) reduced copy** (11" x 17") of the development plan shall be submitted with the application. These projects do not require public notification and hearing unless an appeal of action is filed.
 - (b) For Planning Commission review projects, **three (3) folded copies** and one (1) reduced copy (11" x 17") of all development plans shall be submitted with the application for preliminary review. Once any revisions are made and the application is deemed complete, **twelve (12) folded copies** of the amended standard sized plans and one (1) set of reduced copies (11" x 17") will be required. The applicant will be notified if additional copies are needed. These projects require public notification and hearing.

8. **Development Plan Content Requirements :**

- (a) Indicate a “North” arrow and scale, along with property boundaries and dimensions, total acreage, and current and proposed building setbacks.
- (b) Provide a vicinity map with directions to get to the subject property from the nearest community and indicate its position in the Section in which it is located.
- (c) For the existing development, show all onsite structures, known wells or septic tanks, utility lines (both above and underground), and other manmade features.
- (d) For the proposed development, show clearly, with bold lines, the location and dimensions of all proposed new structures, access ways, and other features. Indicate the square footage of the new development.
- (e) For parking areas, show the location of parking lots, the configuration of the parking stalls, and all dimensions of stalls, driveways and vehicle access ways. Include a note of the number of parking spaces.
- (f) Show elevations of the structure(s) depicting all sides.
- (g) Show sufficient contours to determine the general slope and topography of the site.

9. Provide a **Homeowners Association approval letter** for the variance.

10. **Boundary Line** : A string line must be run between the corner property pins for appropriate verification when a setback variance is applied for.

11. According to Section 65943 of the California Government Code, your application shall be reviewed within thirty days and you or your agent shall receive written notice regarding the completeness of your application. According to Section 65944 (C), additional information may be requested in order to comply with division 13 of the California Public Resources Code.