



City of Placerville Planning Department

Variance Process

This document provides a brief discussion of the Variance process within the City of Placerville. Individuals needing additional information or clarification should contact the Planning Division at (530) 642-5252.

The Zoning Ordinance helps to regulate development in the City. Regulations include, in part, minimum lot sizes, building setback lines, lot coverage, building height and parking requirements. Each development must meet the regulations for its zoning district.

What is a variance?

When strict enforcement of the provisions of the Placerville Zoning Ordinance place unique, unreasonable and unnecessary hardships to the land, and/or building referred to in the variance application, the Planning Commission has the authority to grant variances that may be consistent with the purpose and intent of the Zoning Ordinance (Placerville Zoning Ordinance, Section 10-3-6).

STEP 1: APPLICATION

Before a variance is granted the applicant must show the following on an application provided by the Planning Division, or the City website (www.cityofplacerville.org) and accompanied fee set by resolution of the City Council:

- There are exceptional and extraordinary circumstances or conditions applying to the land, and/or building that do not generally apply to other land (unique), and/or building in the same district.
- Granting a variance will not adversely affect the Placerville General Plan.
- A variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but denied to this property.
- The granting of such variance will not be detrimental to the public welfare or injurious to the property or improvements in the vicinity.

STEP 2: APPLICATION SUBMITTAL AND PROPERTY POSTING

Typically, a variance request will require the submittal of ten (10) copies of a plot plan and/or structural elevations that illustrate the variance request. Contact the Planning Division before submittal of a variance application and to schedule a required submittal appointment.

The City's Planning and Engineering Divisions review the application for completeness. If all application requirements have not been satisfied, the applicant will be notified by the Planning Division within thirty (30) days from when the application was submitted.

It is the policy of the City of Placerville that the property is posted by the applicant for development within the City. See attached, *City of Placerville Policy For Posting Properties For Development Projects*.

STEP 3: PLANNING COMMISSION HEARING

The Planning Division reviews the application, the prepared environmental document if applicable, and then prepares a report for the Planning Commission. The report includes the application's relationship to the Placerville's Zoning Code, General Plan and relevant specific plans. It also includes comments from other City departments and government agencies. The report may also include recommendations of conditions of approval.

A copy of the report will be provided to the Planning Commission at least five (5) days prior to any hearing or action on the request. Upon the report's availability to the Commission, it will become available to the public.

A public hearing is held by the Planning Commission to review the Variance request. The Planning Commission may approve, disapprove or approve the request with conditions.

Within five (5) days after the Planning Commission action, the Planning Division will notify the applicant of the Commission action. Notice will include any conditions of approval.

APPEAL

If the applicant, or any person, is dissatisfied with the action of the Planning Commission they may appeal to the City Council.

To appeal the applicant must complete the following within 10 days of Planning Commission action:

- Complete an appeal application form, and
- Pay the appeal application fee to the City Clerk.

The City Council will set a date for a public hearing. The City Council may affirm or reverse the decision of the Planning Commission. They may also substitute its decision for that of the Commission based on the record of appeal and the evidence received at the hearing on appeal.

City of Placerville
3101 Center Street, Placerville, California 95667
Planning Division (530) 642-5252

**CITY OF PLACERVILLE POLICY FOR
POSTING PROPERTIES FOR DEVELOPMENT PROJECTS**

It is the policy of the City of Placerville that notice is provided to the persons who may be affected by a development project as soon as possible. The Council has determined that the best way to accomplish this is to post the property proposed to be developed at the time an application is filed for development. The responsibility for posting will be the applicant for the development. The process will be as follows:

1. INITIAL CONTACT -The applicant will contact the Planning Division regarding the potential of developing a property. If the applicant decides to continue, they will be provided a development application which will include the City policy on posting properties.
2. SECONDARY CONTACT- The applicant will contact the Planning Division prior to the construction of the required sign(s) to acquire the "Project No." information.
3. SUBMITTAL OF APPLICATION -The applicant will submit the completed application to the City. At the time the applicant will provide evidence that the property has been posted in accordance with the City's posting policy.

The attached detail provides the minimum requirements for the construction of the sign. It is the responsibility of the applicant to provide for the construction of the sign and the applicant is also responsible for the placement and to maintain the sign.

For the following application requests, the sign shall be two feet (2') by two feet (2') in size: Zone Changes, Subdivisions and General Plan Amendments, Parcel Maps, Conditional Use Permits, Variances, Historic District Reviews, Site Plan Reviews or any other application that will require a public hearing.

The sign shall be black letters on a yellow background and read as follows:

NOTICE OF DEVELOPMENT

AN APPLICATION FOR DEVELOPMENT OF THIS PROPERTY
HAS BEEN FILED WITH THE CITY OF PLACERVILLE
PROJECT NO. _____

FOR MORE INFORMATION CALL THE PLANNING DIVISION
AT (530) 642-5252

A minimum of one sign shall be posted on each street on which the property has frontage. Signs shall be posted facing the street about every two hundred feet (200') apart along the street frontage of the property. There shall be a minimum of two signs posted on corner lots and through lots, one facing each street.

Where the property does not have street frontage on or is not easily visible from the street, the sign(s) shall be posted in a location deemed suitable by the Planning or Engineering staffs.

The sign shall be posted no more than five feet (5') from the street line and shall be visible and readable from the street for the entire time of its posting.

The sign(s) shall remain posted until final action has been taken on the application.

The sign(s) shall be constructed of materials suitable to remain standing during the estimated posting time and to hold up to the weather.



CITY OF PLACERVILLE
PLANNING APPLICATION

Date:
Zoning: GP:
File No:
Filing Fee (PZ):
Filing Fee (EN):
Receipt No:

REQUEST FOR:

- Annexation
Boundary Line Adjustment
Certificate of Compliance
Conditional Use Permit
Environmental Assessment
Environmental Impact Report
Final Subdivision Map
General Plan Amendment
General Plan Consistency
Historic District Review
Landscape Plan Review
Map Amendment
Merger
Minor Deviation
Planned Development
Preliminary Plan Review
Sign Package Review/ Amendment
Site Plan Review
Temporary Commercial Coach
Temporary Use Permit
Tentative Parcel Map
Tentative Subdivision Map
Variance
Zone Change

DESCRIPTION:

[Empty box for description]

ITEMS ABOVE THIS LINE FOR OFFICE USE ONLY

City Ordinance #1577 established a Fee & Service Charge System. In some cases, project review will require the services of specialists under contract to do work that City Staff cannot perform. In these cases, the applicant shall pay the direct cost of these services plus fifteen percent (15%) for City Administration.

PROJECT APPLICANT

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

APPLICANT'S REPRESENTATIVE (if different)

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

PROPERTY OWNER(S)

NAME:
MAILING ADDRESS:
EMAIL:

PHONE:

SURVEYOR, ENGINEER, ARCHITECT, OR OWNER'S REPRESENTATIVE (if applicable)

NAME: PHONE:
MAILING ADDRESS:
EMAIL:

DESCRIPTION OF PROPERTY (Attach legal deed description) []

STREET ADDRESS:
ASSESSOR'S PARCEL NO.(S):

Above described property was acquired by owner on

Month Day Year

File Number: _____

Date Filed: _____

CITY OF PLACERVILLE

ENVIRONMENTAL INFORMATION FORM

(To Be Completed By Applicant)

This form is required to be completed, returned and accepted as complete by the City prior to the application for the project is determined complete.

A. GENERAL INFORMATION

Project Title or Name: _____

City: _____

Name of Owner: _____ Telephone: _____

Address: _____

Name of Architect, Engineer or Designer: _____

Address: _____ Telephone: _____

Project Location: _____

Assessor's Parcel Number(s): _____

General Plan Designation: _____

Zoning: _____

Property size

Gross (sq. ft./acre): _____

Net (sq. ft./acre) (total minus areas of public streets and proposed dedications) : _____

Please answer all of the following questions as completely as possible.

B. PROJECT DESCRIPTION

1. Type of project and description: _____

2. What is the number of units/parcels proposed? _____

3. What is the gross number of units per acre? _____

4. Site Size: _____

5. Square footage of each use: _____

6. Number of floors of construction: _____

7. Amount of off-street parking provided: _____

8. Attach plans showing streets, utilities, existing and proposed contours (grading), drainage, all existing large trees (24" in circumference), existing and proposed buildings surrounding uses and/or buildings, landscape areas, parking areas, driveways, pedestrian walkways, exterior lighting, trash collection area, sign locations.

9. Proposed scheduling: _____

10. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: _____

11. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: _____

12. If industrial, indicate type, estimated employment per shift, and loading facilities

13. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:_____

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

15. Provide an analysis of traffic generated by the project and how it will impact existing traffic.

16. If the project is in a location of known mining activity, a complete geological analysis shall be submitted.

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

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. Snapshots or Polaroid photos will be accepted. _____

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. Snapshots or Polaroid photos will be accepted. _____

GEOLOGY AND SOILS

31. Identify the percentage of land in the following slope categories: (The applicant may wish to submit a map showing slopes.)

___ 0 to 10% ___ 11 to 15% ___ 16 to 20% ___ 21 to 29% ___ 30 to 35% ___ Over 35

32. Have you observed any building or soil settlement, landslides, rock falls mining or avalanches on this property or in the nearby surrounding area? _____

If yes, please explain: _____

33. Describe the amount of cut and fill necessary for the project: _____

DRAINAGE AND HYDROLOGY

34. Is the project located within a flood plain? If so, describe and show area subject to flooding on a map. _____

35. What is the distance to the nearest body of water, stream or year round drainage channel? Name of the water body: _____

36. Will the project result in the direct or indirect discharge of silt or any other particles in noticeable amounts into any streams? _____

37. Will the project result in the physical alteration of a natural body of water or drainage way? If so, in what way? _____

38. Does the project area contain any wet meadows, marshes or other perennially wet areas? _____ **If so, delineate this area on Site Plan.**

VEGETATION AND WILDLIFE

39. What is the predominant vegetative cover on the site (trees, brush, grass, etc.)? Estimate percentage of each: _____

40. How many trees of 7.5-inch diameter or 20 feet high will be removed when this project is implemented? _____

FIRE PROTECTION

41. What is the nearest emergency source of water for fire protection purposes? (Hydrant, pond, etc.): _____
42. What is the distance to the nearest fire station? _____
43. Will the project create any dead-end roads greater than 300 feet in length? _____
44. Will the project involve the burning of any material, including brush, trees and construction materials? _____

NOISE

45. Is the project near a heavy commercial area, industrial area, freeway or major highway? If so, how far? _____
46. What types of noise would be created by the establishment of this land use, both during and after construction? _____

AIR QUALITY

47. Would any noticeable amounts of air pollution, such as smoke, dust or odors be produced by this project? _____

WATER QUALITY

48. What is the proposed water source: EID City of Placerville Well Other
49. What is the water use? (residential, agricultural, industrial or commercial): _____

HAZARDS

50. Is the site listed on California Environmental Protection Agency's Hazardous Site List? _____
- If yes, what is the regulatory identification number: _____
- Date of list: _____

AESTHETICS

51. Will the project obstruct scenic views from existing residential areas, public lands, public bodies of water or roads? _____

ARCHAEOLOGY/HISTORY

52. Do you know of any archaeological or historical areas within the boundaries or adjacent to the project? (example: Indian burial grounds, gold mines, etc.): _____

SEWAGE

53. What is the proposed method of sewage disposal? N/A
 Septic System City Sewer Other: _____
54. Would the project require a change in sewage disposal methods from those currently used in the vicinity? _____

TRANSPORTATION

- 55. Will the project create any traffic problems or change any existing roads, highways, or existing traffic patterns? _____
- 56. Will the project reduce or restrict access to public lands, parks or any public facilities? _____
- 57. Will the project change the L.O.S. on any existing roads? _____

GROWTH INDUCING IMPACTS

- 58. Will the project result in the introduction of activities not currently found within the community? _____
- 59. Could the project serve to encourage development of presently undeveloped areas, or increases in development intensity of already developed areas (examples: include the introduction of new or expanded public utilities, new industry, commercial facilities or recreation activities)? _____
- 60. Will the project require the extension of existing public utility lines? ___ If So, identify and give distances: _____

GENERAL

- 61. Will the project involve the application, use or disposal of potentially hazardous materials, including pesticides, herbicides, other toxic substances or radioactive material? _____
- 62. Will the proposed project result in the removal of a natural resource for commercial purposes (including rock, sand, gravel, trees, minerals or top soil)? _____
- 63. Could the project create new, or aggravate existing health problems (including, but not limited to flies, mosquitoes, rodents and other disease vectors)? _____
- 64. Will the project displace any community residents? _____

Discuss any yes answers to the previous questions, use additional sheets if necessary.

MITIGATION MEASURES

Proposed mitigation measures for any of the above questions where there will be an adverse impact, use additional sheets if necessary: _____

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

CD-021-P
3/15

For _____