Print Form

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.)
(If Applicable) Days & Hours of Operation / No. of Employees

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

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
☐	☐	Vicinity map
☐	☐	Workable scale
☐	☐	North arrow
☐	☐	Property lines
☐	☐	Dimensions of property lines, acreage and setbacks
☐	☐	Adjacent streets, alleys and properties
☐	☐	Existing features: structures and size, landscaping, utility poles, hydrants, street lights, trees (note whether to be retained or removed)
☐	☐	Footprint and location of new structures
☐	☐	Walkways
☐	☐	Parking stalls, driveways and dimensions (including handicapped stall and ramp as applicable)
☐	☐	New landscaping: perimeter and interior
☐	☐	Fence locations and height
☐	☐	Trash areas with screening
☐	☐	Location of utility company transformer boxes, fixtures, etc.
☐	☐	Bicycle racks/storage facilities
☐	☐	Street address/Assessor's parcel number(s)
☐	☐	Name of Applicant
☐	☐	Project title
☐	☐	Calculations: lot size, floor area, number of parking stalls, landscaped area, lot coverage, parcel size/area
☐	☐	Delineation of phasing, when applicable
☐	☐	Other appropriate information: - Commercial and industrial projects: easements, loading docks, open storage, etc. - 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;	

Finding	Statement of Fact
3. Granting the variance does not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel;	
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	
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.	

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