

CITY OF SCOTTS VALLEY  
One Civic Center Drive  
Scotts Valley, CA 95066  
Planning Department (831) 440-5630

V\_\_\_ - \_\_\_\_\_  
Fee: \_\_\_\_\_  
Rct #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Rc'd: \_\_\_\_\_

VARIANCE APPLICATION

**N** NOTE: *Property Owner's signature is required*

Site Address and/or location: \_\_\_\_\_ APN: \_\_\_\_\_

Zoning: \_\_\_\_\_ General Plan: \_\_\_\_\_ Parcel size: \_\_\_\_\_ sq ft \_\_\_\_\_ acres

Applicant's Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Biz phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ FAX No. \_\_\_\_\_

Property Owner: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Biz phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ FAX No. \_\_\_\_\_

**Note:** *The staff report, agenda, minutes and all related follow-up documents will be mailed to the applicant and property owner(s) only.*

Brief description of proposal: \_\_\_\_\_

---

---

---

---

Reason for Variance request - explain each exceptional circumstance(s) of the property:

---

---

---

Other similar construction in the area (give address(es): \_\_\_\_\_

---

---

Neighborhood acceptance - attach letters if available: \_\_\_\_\_

---

**REQUIRED INFORMATION AND/OR ATTACHMENTS:**

- One copy of "Will Serve" letter from the Water District if a water meter will be required.
- One set of reduced plans 11" x 17"
- 10 copies of the following plans and information; additional copies may be requested at a later date.

- A. VICINITY MAP** drawn to scale and to include the following:
  - address of parcel, outline the location of project on the parcel.
  - existing uses adjacent to parcel and across the street, including street names.
  
- B. SITE PLAN** drawn to scale and to include the following:
  - entire parcel, lot size, dimensions, topography, slope and percent of site coverage.
  - existing structures with dashed lines, proposed structures with solid lines. Indicate buildings to be removed.
  - all right-of-ways and easements, existing and proposed.
  - outline and dimension all above and below ground mechanical apparatus.
  - structures within 30 feet of the property line.
  
- C. SIGNIFICANT FEATURES** to include the following:
  - circulation: show location and dimensions of all off-street parking, driveway entrances and exits, parking layout and turn-around.
  - architectural renderings drawn at 1/4" or 1/8" = 1' scale to include existing and proposed structures, including height, lighting, windows, doors and building materials.
  - existing fences, walls, contours, vegetation, wells, springs and streams.
  - existing trees showing diameter, drip line and species. Indicate all vegetation to be removed..

- D. EROSION CONTROL AND DRAINAGE PLAN** to include the following:  
-flow of water on and off the site, existing and proposed drainage, culverts, gutters, sewer and water service.

Other Requirements:

- If your project is near any interim or perennial streams, the **State Department of Fish and Game** may have permit requirements that would add to the processing time of your project. You may want to contact that agency and address any concerns they may have.

**State Department of Fish and Game**  
**ATTN: Environmental Services**  
**P.O. Box 47**  
**Yontville, CA 94599**  
**(707) 944-5500**

- If your project is near an aquatic environment, including wetlands that serve as habitat for interrelated and interacting communities and populations of plants and animals, the **Army Corps of Engineers** may have permit requirements that would add to the processing time of your project. You may want to contact that agency and address any concerns they may have.

**Army Corps of Engineers**  
**333 Market Street, 8<sup>th</sup> Floor**  
**San Francisco, CA 94105-2197**

**INFORMATION ON PROCESSING:**

- Review and scheduling will proceed only after applications are determined to be complete.
- Once an application is determined to be complete, the application will be placed on the next available Planning Commission agenda. Applications are scheduled on a first complete, first scheduled basis.
- The Planning Commission meets the second and fourth Thursday of each month. Once the application has been scheduled, the applicant and property owner will be sent a copy of the agenda and staff report prepared for the meeting. You or a project representative should attend the meeting and be prepared to answer any questions the Planning Commission may have.
- After the meeting, the applicant and property owner will be notified of the action of the Planning Commission by transmittal letter, copy of the minutes and any approving documents. There is a ten working day appeal period from the date the draft minutes are posted in which time no building permits can be issued. During that appeal, the decision of the Planning Commission can be appealed by anybody.

## VARIANCE FINDINGS

Variance applications are requests to construct structures or create lots, parking spaces, etc., that do not conform to the regulations of the zoning district in which the site is located.. All five findings ***MUST*** be made to obtain approval. The findings point to the special circumstances that would cause unnecessary hardship and difficulties inconsistent with the intent and purpose of the Zoning Ordinance. The special circumstances pertain to the physical characteristics of the site, including site size, dimensions, shape and topography. The circumstances are to be site specific and not pertain to all properties within the zoning district. Please describe in clear concise language how your project would meet the required findings listed below.

1. A strict or literal interpretation of the Zoning Ordinance would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Ordinance.

---

---

2. Exceptional or extraordinary ***physical*** circumstances exist that are applicable to the property involved or to the intended use of the property which do not apply generally to other properties in the same zoning district. The exceptional circumstances are not to be a result from actions of the property owner.

---

---

3. Strict or literal interpretation and enforcement of the specified regulation of the Zoning Ordinance would deprive the applicant of privileges enjoyed by owners of other properties classified in the same zoning district.

---

---

4. Granting the Variance will not constitute a grant of special privilege inconsistent with the limitations on other properties in the same zoning district.

---

---

5. Granting the Variance will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

---

---

\*\*\*\*\*

**N** NOTE: signature of the property owner is required. If property owner is unavailable to sign this application, an original letter of authorization from the property owner is required.

*I certify that all of the information supplied in this application is true and that the plans are accurate to the best of my knowledge:*

\_\_\_\_\_  
*Signature of Property Owner*

*Date:* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Property Owner(s)*

*Date:* \_\_\_\_\_