

Variance Permit Instructions:

COST: \$300.00

1. The application must be filled out as complete as possible to assure prompt processing. Omitted or incorrect information may result in a delay scheduling the project review or the application and drawing(s) may be returned to you for additional work.
2. Attach as a part of this application one set of prints of the proposed site plan of the variance which shall be accurately and neatly drawn to scale and contain the following information:
 - a. Streets right-of-way widths, dedicated widths, reservation widths, and types of improvements proposed.
 - b. Lot dimensions.
 - c. All buildings and structures, their locations, elevations, sizes, and the proposed or existing use of each.
 - d. Access points: Paths of ingress and egress, and internal vehicular circulation pattern.
 - e. Off-street parking: The number of spaces and dimensions, and location.
 - f. Loading/Unloading: Number of loading/unloading spaces and dimensions, locations and internal circulation.
 - g. Signs: The location, size and height.
 - h. Landscaping: The location and type.
 - i. Other information as applies to the location.
 - j. Fences, walls, hedges: their locations, heights, materials, and types.
 - k. External lighting: The location and general nature and hooding devices.
3. Complete the supplement application (Application for Variance) and return with Variance application.
4. The Variance Application will be presented to the Planning Commission for review. The applicant will be notified of the time and location of the meeting.

Please contact the Planning Department at 707-464-9506 if you have any questions or if you would like a preliminary meeting to discuss your project.