

PART 5

Land Use and Development Approval Procedures

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- 24-184 – Application Preparation and Filing
- 24-185 – Application Fees
- 24-186 – Initial Review of Application
- 24-187 – Project Evaluation and Staff Reports
- 24-188 – Environmental Review
- 24-189 – Applications Deemed Withdrawn

24-182 Purpose

This article establishes procedures and requirements for the preparation, filing, and initial processing

of discretionary permit applications required by the Zoning Ordinance.

24-183 Review and Decision-Making Authority

Table 24-183-1 (Review and Decision-Making Authority) identifies the roles of each decision-making

authority on each type of permit and approval required by the Zoning Ordinance.

TABLE 24-183-1 REVIEW AND DECISION-MAKING AUTHORITY

Role of Authority[1] [2]

Type of Action

Applicable

Ordinance

Article

Zoning

Administrator [3]

Planning

Commission

Board of

Supervisors

Legislative Actions

Development Agreements 41 Recommend Recommend Decision

Zoning Ordinance/Zoning Map Amendments 39 Recommend Recommend Decision

General Plan Amendments 40 - Recommend Decision

Permits and Approvals

Conditional Use Permits 31 - Decision Appeal

Minor Use Permits 31 Decision Appeal Appeal

Variances 32 - Decision Appeal

Minor Variances 32 Decision Appeal Appeal

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Role of Authority[1] [2]

Type of Action

Applicable

Ordinance

Article

Zoning

Administrator [3]

Planning

Commission

Board of

Supervisors

Exceptions 33 Decision Appeal Appeal

Density Bonuses 23 Recommend Decision Appeal

Reasonable Accommodations 34 Decision Appeal Appeal

Interpretation of Zoning Ordinance 2 Decision - -

Zoning Clearance 28 Decision - -

Administrative Permits 29 Decision - -

Site Development Permits 30 Decision Appeal Appeal

Notes:

[1] "Recommend" means that the review authority makes a recommendation to a higher decision making body; "Decision" means that the

review authority makes the final decision on the matter; "Appeal" means that the review authority shall consider and decide upon

appeals to the decision of an earlier decision making body, in compliance with Article 38 (Appeals and Calls for Review).

[2] The Zoning Administrator may refer to the Planning Commission for review and final decision any action which the Zoning Administrator believes warrants the scrutiny and discretion of the Planning Commission.

24-184 Application Preparation and Filing

A. Pre-Application Conference.

1. The County encourages prospective applicants to request a pre-application conference with

Deleted: 3

the Department of Development Services before completing and filing a permit application.

2. The purpose of a pre-application conference is to:

- a. Inform the applicant of County requirements as they apply to the proposed project;
- b. Review the County's review process, possible project alternatives, or modifications; and
- c. Identify information and materials the County will require with the application, and any necessary technical studies and information relating to the environmental review of the project.

3. Information and materials provided by County staff to the applicant at the pre-application conference shall not be construed as a recommendation for either approval or denial of the proposed project.

4. Failure by County staff to identify at a pre-application conference all studies or application requirements shall not constitute a waiver of those studies or requirements.

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B. Application Contents.

1. All applications for a permit required by the Zoning Ordinance shall be filed with the Department of Development Services on an official County application form.

2. The application shall be filed with all required fees, deposits, information, and materials as specified by the Department of Development Services.

3. The County encourages applicants to contact the Department of Development Services before submitting an application to verify which materials are necessary for application filing.

C. Eligibility for Filing.

1. An application may only be filed by the owner of the subject property or a lessee or authorized agent of the owner with the written consent of the property owner.

2. The application shall be signed by the owner of the subject property or a lessee or authorized agent of the owner if written authorization from the owner is filed concurrently with the application.

D. Rejection of Application. If the Zoning Administrator determines that an application requests permission for an action not allowed in the applicable zone or that cannot lawfully be approved by the County, the Zoning Administrator shall not accept the application for processing.

24-185 Application Fees

Application fees required for any permit application shall be paid as required by County Code Chapter 3, Article IV (Development Services Department Processing Fees).

24-186 Initial Review of Application

A. Review for Completeness.

1. The Department of Development Services shall review each application for completeness and accuracy before it is accepted.

2. The Department of Development Services acceptance shall be based on the County's list of required application contents and any additional written instructions provided to the applicant in a pre-application conference or during the initial application review period.

3. Within 30 calendar days of application acceptance, the applicant shall be informed in writing that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information is required.

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4. When the Department of Development Services determines that an application is incomplete, the time used by the applicant to submit the required additional information shall not be considered part of the time within which the determination of completeness

for resubmitted materials shall occur.

5. When the Department of Development Services determines that an application is incomplete, and the applicant believes that the application is complete or that the information requested by the Department of Development Services is not required, the applicant may appeal the determination in compliance with Article 38 (Appeals and Calls for Review).

6. After the County has accepted an application as complete, the Department of Development Services may require the applicant to submit additional information for the environmental review of the project in compliance with the California Environmental Quality Act (CEQA).

B. Referral of Application. At the discretion of the Department of Development Services, or where otherwise required by the Zoning Ordinance or State or federal law, an application may be referred to any public agency that may have an interest in the proposed project.

C. Multiple Applications. If more than one permit application is submitted for a single proposed project, the entire proposal shall be acted upon by the highest applicable review authority. For example, if a proposal involves both a Site Development Permit and a Conditional Use Permit, the Planning Commission shall act upon both permits.

24-187 Project Evaluation and Staff Reports

A. Staff Evaluation. Department of Development Services staff shall review all applications to determine if they comply with [all applicable requirements, such as](#) the Zoning Ordinance, other applicable provisions of the County Code, the General Plan, and any applicable specific plan or community plan.

B. Staff Report. Department of Development Services staff shall provide a written recommendation to the Planning Commission or Board of Supervisors (as applicable) as to whether the application should be approved, approved with conditions, or denied.

C. Report Distribution. Each staff report shall be furnished to the applicant at the same time it is provided to the review authority before action on the application.

24-188 Environmental Review

A. CEQA Review. After acceptance of a complete application, Department of Development Services staff shall review the project in compliance with CEQA to determine whether:

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1. The proposed project is not a project as defined by CEQA;
2. The proposed project is exempt from the requirements of CEQA;
3. A Negative Declaration may be issued;
4. A Mitigated Negative Declaration may be issued; or
5. An Environmental Impact Report (EIR) is required.

B. Compliance with CEQA. These determinations and, where required, the preparation of appropriate environmental documents, shall be in compliance with CEQA and any adopted County CEQA Guidelines.

C. Special Studies Required. Special studies, paid for in advance by the applicant, may be required to supplement the County's CEQA compliance review.

24-189 Applications Deemed Withdrawn

A. Response Required. If an applicant does not provide information specified in Section 24-184.B or 24-186 as requested in writing by the Department of Development Services within nine months following the date of the certified letter, the application shall expire upon a hearing by the Zoning Administrator. See Figure 24-189-1 (Applications

Deemed Withdrawn). [Add to bottom box...](#)”per Zoning Administrator”

B. Refund of Fees. Any remaining fees submitted with the project application shall be returned to the applicant in the event that an application is deemed withdrawn.

C. Resubmittal. After the expiration of an application, future County consideration shall require the submittal of a new complete application and associated filing fees.

FIGURE 24-189-1 APPLICATIONS
DEEMED WITHDRAWN
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Sections:

24-190– Purpose

24-191 – Applicability

24-192 – Review Authority

24-193 – Application Submittal, Review, and Action

24-194 – Public Notice and Hearing

24-195 – Conditions of Approval

24-196 – Post-Decision Requirements

24-190 Purpose

This article identifies the process for obtaining a Zoning Clearance. A Zoning Clearance is a ministerial procedure used by the County to verify that a proposed use or structure complies with the

Zoning Ordinance. Figure 24-190-1 illustrates the typical process for Zoning Clearance approval.

[This process is separate from the process to determine whether a parcel is a legal parcel.](#)

24-191 Applicability

A Zoning Clearance is required prior to the issuance of any building [or grading](#) permit. [Look at other permit types that require Zoning Clearance.](#)

24-192 Review Authority

The Zoning Administrator shall take action on all Zoning Clearance applications.

24-193 Application Submittal, Review, and Action

A. An application for a Zoning Clearance shall be filed on an official County form approved by the

Zoning Administrator.

B. Department of Development Services staff shall review the application to verify compliance with

the Zoning Ordinance. If the project complies with the Zoning Ordinance, the Zoning Administrator shall approve the application.

24-194 Public Notice and Hearing

No public notice or hearing is required for a Zoning Clearance.

ZONING CLEARANCES 24-195

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24-195 Conditions of Approval

No conditions of approval shall be attached to the approval of a Zoning Clearance.

24-196 Post-Decision Procedures

The procedures and requirements relating to effective dates, permit expiration, and changed plans apply to Zoning Clearances as provided in

Article 35 (Post-Decision Procedures).

FIGURE 24-190-1 TYPICAL
PROCESS FOR ZONING

ADMINISTRATIVE PERMITS 24-197
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Sections:

24-197 – Purpose

24-198 – Applicability

24-199 – Review Authority

24-200 – Application Submittal, Review, and Action

24-201 – Public Notice and Hearing

24-202 – Conditions of Approval

24-203 – Post-Decision Procedures

24-197 Purpose

This article identifies the process for obtaining an Administrative Permit. An Administrative Permit

is required for uses permitted as-of-right yet subject to specific Zoning Ordinance standards. An Administrative Permit is a ministerial procedure for the County to verify that a proposed use complies with all applicable standards. An Administrative Permit also enables the County to ensure

that the applicant understands and accepts these standards. Figure 24-197-1 illustrates the typical process for Administrative Permit approval.

24-198 Applicability

Uses that require an Administrative Permit are specified in the land use regulation tables for each zone

found in Part 2 (Zoning Districts, Land Uses, and Development Standards).

24-199 Review Authority

The Zoning Administrator shall take action on all Administrative Permit applications.

24-200 Application Submittal, Review, and Action

A. An application for an Administrative Permit shall be filed on an official County form approved by the Zoning Administrator.

B. The Administrative Permit application form shall contain all special Zoning Ordinance standards and a place for the applicant's signature acknowledging agreement to comply with these standards. [Check this Zoning Ordinance Standards???](#)

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C. The Department of Development Services staff shall review the application to verify compliance with the Zoning Ordinance. If the proposal complies with the Zoning Ordinance and the applicant agrees to comply with all special standards, the Zoning Administrator shall approve the application.

24-201 Public Notice and Hearing

No public notice or hearing is required for an Administrative Permit.

24-202 Conditions of Approval

No conditions of approval shall be attached to the approval of an Administrative Permit.

24-203 Post-Decision Procedures

The procedures and requirements relating to effective dates, permit expiration, and changed plans apply to Administrative Permits as

provided in Article 35 (Post-Decision Procedures).

FIGURE 24-197-1 TYPICAL
PROCESS FOR ADMINISTRATIVE
PERMIT APPROVAL
SITE DEVELOPMENT PERMITS 24-204
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Sections:

24-204 – Purpose

24-205 – Applicability

24-206 – Review Authority

24-207 – Application Submittal and Review

24-208 – Public Notice and Hearing

24-209 – Findings

24-210 – Conditions of Approval

24-211 – Post-Decision Procedures

24-204 Purpose

This article identifies the process for obtaining a Site Development Permit. Site Development Permits

are required for certain types of development to ensure that the development is well designed and compatible with its surroundings. Site Development Permits are discretionary actions that enable the

County to attach necessary conditions to the approval of new development and to ensure that a proposed project is consistent with all goals and policies in the General Plan. Figure 24-204-1 illustrates the typical process for Site Development Permit approval.

24-205 Applicability

Site Development Permits shall be required for all projects requiring a Building Permit, except for the

following:

A. Single-family dwellings;

B. Duplexes;

C. Accessory structures;

D. Renovations or alterations to existing structures that do not increase the floor area by more than

10 percent;

E. Parking facilities with 10 or fewer parking spaces;

F. Improvements to existing parking facilities with 10 or fewer parking spaces;

SITE DEVELOPMENT PERMITS 24-206

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G. Demolitions; and

H. Signs.

24-206 Review Authority

A. The Zoning Administrator shall take action on all Site Development Permit applications.

B. The Zoning Administrator may choose to refer any Site Development application to the Planning Commission for review and final decision.

24-207 Application Submittal and Review

An application for a Site Development Permit shall be filed and reviewed in compliance with Article 27 (Permit Application and Review). The application shall include the information and materials specified in the

Department of Development Services handout for Site Development Permit applications, together with all required application fees. It is the responsibility of the applicant to provide evidence in support of the findings required by Section 24-209 (Findings).

24-208 Public Notice and Hearing

Public notice and hearing for a Site Development Permit shall be provided in full compliance with Article 37 (Public Notice and Hearings).

24-209 Findings

The review and decision-making authority may approve an application for a Site Development Permit only if the proposed project complies with applicable standards in the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the County Improvement Standards, and as supported by all of the following findings:

A. The design and layout of the proposed project will not interfere with the use and enjoyment of existing and future neighboring properties and structures.

FIGURE 24-204-1 TYPICAL

PROCESS FOR SITE DEVELOPMENT

PERMIT APPROVAL

SITE DEVELOPMENT PERMITS 24-210

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B. The proposed architectural design makes use of appropriate materials, texture and color, and will remain aesthetically appealing and appropriately maintained.

C. The proposed landscaping design, including color, location, size, texture, type, and coverage of plant materials, as well as provisions for irrigation, maintenance, and protection of landscaping elements, will complement structures and provide an attractive environment.

D. The proposed design will not be materially detrimental to the public health, safety, or welfare, or be injurious to the property or improvements in the vicinity of the proposed project.

24-210 Conditions of Approval

The review authority may attach conditions to the approval of a Site Development Permit as needed

to ensure compliance with the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the Improvement Standards.

24-211 Post-Decision Procedures

The procedures and requirements relating to effective dates, permit expiration, permit revocation, and

changed plans shall apply to Site Development Permits as provided in Article 35 (Post-Decision Requirements). The procedures and requirements relating to notices of decision shall apply to Site Development Permits as provided in Article 37 (Public Notice and Hearings).

CONDITIONAL USE AND MINOR USE PERMITS 24-212

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Sections:

24-212 – Purpose

24-213 – Applicability

24-214 – Review Authority

24-215 – Application Submittal and Review

24-216 – Public Notice and Hearing

24-217 – Findings

24-218 – Conditions of Approval
24-219 – Post-Decision Procedures
24-220 – Annual Inspection
24-212 Purpose

This article identifies the process for obtaining a Conditional Use or Minor Use Permit. A Conditional Use or Minor Use Permit is required for uses that are generally appropriate within a zone but potentially undesirable on a particular parcel or in large numbers. A Conditional Use or Minor Use Permit is a discretionary action that enables the County to ensure that a proposed use is consistent with all General Plan goals and policies and will not create negative impacts to adjacent properties or the general public. Figure 24-212-1 illustrates the typical process for Conditional Use approval, and Figure 24-212-2 illustrates the typical process for Minor Use Permit approval.

24-213 Applicability

Uses that require a Conditional Use or Minor Use Permit are specified in the land use regulation tables for each zone found in Part 2 (Zoning Districts, Land Uses and Development Standards).

24-214 Review Authority

A. Conditional Use Permits. The Planning Commission shall take action on all Conditional Use Permit applications.

B. Minor Use Permits.

1. The Zoning Administrator shall take action on all Minor Use Permit applications.
2. The Zoning Administrator may choose to refer any Minor Use Permit application to the Planning Commission for review and final decision.

CONDITIONAL USE AND MINOR USE PERMITS 24-215

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24-215 Application Submittal and Review

An application for a Conditional Use or Minor Use Permit shall be filed and reviewed in compliance with Article 27 (Permit Application and Review). The application shall include the information and materials specified in the Department of Development Services handout for Conditional Use and Minor Use Permit applications, together with all required application fees. It is the responsibility of the applicant to provide evidence in support of the findings required by Section 24-217(Findings).

24-216 Public Notice and Hearing

Public notice and hearing for a Conditional Use or Minor Use Permit application shall be provided in full compliance with Article 37 (Public Notice and Hearings).

24-217 Findings

The review and decision-making authority may approve an application for a Conditional Use or Minor Use Permit only if the proposed project complies with applicable standards in the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the County Improvement Standards, and as supported by all of the following findings:

- A. The proposed use is allowed in the applicable zone.
- B. The location, size, design, and operating characteristics of the proposed use will be compatible with the existing and future land uses in the vicinity of the subject property.
- C. The proposed use will not be detrimental to the public health,

safety, and welfare of the County.

D. The proposed use is properly located within the County and adequately served by existing or planned services and infrastructure.

E. The size, shape, and other physical characteristics of the subject property are adequate to ensure compatibility of the proposed use with the existing and future land uses in the vicinity of the subject property.

FIGURE 24-212-1 TYPICAL
PROCESS FOR CONDITIONAL USE
PERMIT APPROVAL
CONDITIONAL USE AND MINOR USE PERMITS 24-218
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24-218 Conditions of Approval

A. The review authority may attach conditions to the approval of a Minor Use or Conditional Use Permit as needed to ensure compliance with the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the County Improvement Standards.

B. The review authority may consider alternative improvement standards as cited in Subsection A, which protect the public's health, safety, and welfare that are different from the County Improvement Standards.

24-219 Post-Decision Procedures

The procedures and requirements relating to notices of decision, effective dates, permit expiration, permit revocation, and changed plans shall apply to Minor Use and Conditional Permits as provided in Article 35 (Post-Decision Procedures). The procedures and requirements relating to notices of decision shall apply to Conditional Use Permits and Minor Use Permits as provided in Article 37 (Public Notice and Hearings).

24-220 Annual Inspection

The Code Enforcement Officer may inspect any property subject to a Conditional or Minor Use Permit on an annual basis to verify compliance with applicable standards and conditions of approval. The County shall be reimbursed by the property owner or operator for all costs associated with this inspection. Any code enforcement proceedings resulting from this inspection shall be conducted in compliance with County Code Chapter 41 (Code Enforcement Policies and Procedures) and Chapter 32A (Property Maintenance and Abatement of Nuisances) and all other applicable sections of the Butte County Code.

FIGURE 24-212-2 TYPICAL
PROCESS FOR MINOR USE PERMIT
APPROVAL
VARIANCES AND MINOR VARIANCES 24-221
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Sections:

24-221 – Purpose

24-222 – Applicability

24-223 – Review Authority

24-224 – Application Submittal and Review

24-225 – Public Notice and Hearing

24-226 – Findings

24-227 – Conditions of Approval

24-228 – Precedent

24-229 – Post-Decision Procedures

24-221 Purpose

This article identifies the process for obtaining a Variance or a Minor Variance. A Variance or Minor

Variance is a discretionary permit that allows for deviation from physical development standards contained in the Zoning Ordinance. A Variance or Minor Variance may be granted only when the strict application of development standards creates a unique hardship due to unusual circumstances

associated with the property. Figure 24-221-1 illustrates the typical process for Variance approval, and

Figure 24-221-2 illustrates the typical process for Minor Variance approval.

24-222 Applicability

A. Allowable Variances. A Variance or Minor Variance may be granted to allow for deviation from any physical development standard that applies to the subject property. Examples of physical development standards include height, setbacks, open space, floor-area ratio, and offstreet parking requirements.

B. Variances Not Allowed. A Variance or Minor Variance shall not be granted to authorize a land use that is prohibited in the applicable zone or to allow deviation from a requirement of the General Plan.

C. Variance and Minor Variance Defined.

1. A Variance is required to approve a deviation from a standard by more than 10 percent.

2. A Minor Variance is required to approve a deviation from a standard by 10 percent or less.

VARIANCES AND MINOR VARIANCES 24-223

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24-223 Review Authority

A. Variance. The Planning Commission shall take action on all Variance applications.

B. Minor Variance.

1. The Zoning Administrator shall take action on all Minor Variance applications.

2. The Zoning Administrator may choose to refer any Minor Variance application to the Planning Commission for review and final decision.

24-224 Application Submittal and Review

An application for a Variance or Minor Variance shall be filed and reviewed in compliance with Article 27 (Permit Application and Review). The application shall include the information and materials specified in the Department of Development Services handout for Variance and Minor Variance applications, together with all required application fees. It is the responsibility of the applicant to provide evidence in support of the findings required by Section 24-226 (Findings).

24-225 Public Notice and Hearing

Public notice and hearing for a Variance or Minor Variance application shall be provided in full compliance with Article 37 (Public Notice and Hearings).

24-226 Findings

The review and decision-making authority may approve an application for a Variance or Minor Variance only if the proposed project complies with

applicable standards in the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the County Improvement Standards, and as supported by all of the following findings:

A. There are unique circumstances applicable to the subject property, including size, shape, topography, location, or surroundings, that do

FIGURE 24-221-1 TYPICAL

PROCESS FOR VARIANCE

APPROVAL

MINOR VARIANCE AND VARIANCES 24-227

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not generally apply to other properties in the vicinity or in the same zone as the subject property.

B. The strict application of the Zoning Ordinance requirements would deprive the subject property of privileges enjoyed by other property in the vicinity or in the same zone as the subject property.

C. The Variance or Minor Variance is necessary to preserve a substantial property right possessed by other property in the vicinity or in the same zone as the subject property.

D. The Variance or Minor Variance will not be materially detrimental to the public health, safety, or welfare, or be injurious to the property or improvements in the vicinity or in the same zone as the subject property.

E. The Variance or Minor Variance does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity or in the same zone as the subject property.

F. The Variance or Minor Variance does not allow a use or activity which is prohibited by the Zoning Ordinance in the applicable zone.

G. The Variance or Minor Variance complies with applicable standards in the Zoning Ordinance, other County ordinances, the General Plan and any other applicable community or specific plan.

24-227 Conditions of Approval

The review authority may attach conditions to the approval of a Variance or Minor Variance as needed to ensure compliance with the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the Improvement Standards.

24-228 Precedent

The approval of a Variance or Minor Variance shall not set the precedent for the granting of any future Variance or Minor Variance. Each application shall be considered only on its individual merits.

FIGURE 24-221-2 TYPICAL

PROCESS FOR MINOR VARIANCE

APPROVAL

VARIANCES AND MINOR VARIANCES 24-229

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24-229 Post-Decision Procedures

The procedures and requirements relating to notices of decision, effective dates, permit expiration,

permit revocation, and changed plans shall apply to Variances and Minor Variances as provided in

Article 35 (Post-Decision Procedures). The procedures and requirements relating to notices of decision shall apply to Site Development Permits as provided in Article 37 (Public Notice and Hearings).

EXCEPTIONS 24-230

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Sections:

24-230 – Purpose

24-231 – Applicability

24-232 – Review Authority

24-233 – Application Submittal and Review

24-234 – Public Notice and Hearing

24-235 – Findings

24-236 – Conditions of Approval

24-237 – Precedent

24-238 – Post-Decision Procedures

24-230 Purpose

This article identifies the process for obtaining an Exception to Zoning Ordinance standards.

Approval of an Exception allows for limited adjustment to development standards such as structure

height, setbacks and parking. An Exception is a discretionary permit available only for additional construction to existing structures; the development of new construction is not eligible for an Exception. Exceptions provide flexibility for existing structures subject to new Zoning Ordinance standards adopted after the structure was originally established. Figure 24-230-1 illustrates the typical

process for Exception approval.

24-231 Applicability

A. Physical standards. An Exception may be granted for existing development to deviate from physical development standards related to:

1. The number and design of parking spaces and facilities;
2. Required setbacks from property lines;
3. Maximum permitted structure height;
4. Signs; and
5. Landscaping.

B. Extent of Deviation. An Exception may be granted for the deviation of not more than 10 percent from the applicable development standard.

EXCEPTIONS 24-232

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24-232 Review Authority

A. The Zoning Administrator shall take action on all Exception applications.

B. The Zoning Administrator may choose to refer any Exception application to the Planning Commission for review and final decision.

24-233 Application Submittal and Review

An application for an Exception shall be filed and reviewed in compliance with Article 27 (Permit Application and Review). The application shall include the information and materials specified in the Department of Development Services handout for Exception applications, together with all required application fees. It is the responsibility of the applicant to provide evidence in support of the findings required by Section 24-235

(Findings).

24-234 Public Notice and Hearing

A. Before a decision is made on an Exception application, the County shall provide public notice in compliance with Subsection B (Method of Notice Distribution) of Section 24-263 (Notice of Hearing). The notice shall state that the Zoning Administrator will decide whether to approve or disapprove the Exception application on a date specified in the notice, and that a public hearing will be held only if requested in writing by any interested person before the specified date for the decision.

B. If a hearing is requested, public notice and hearing for an Exception application shall be provided in full compliance with Article 37 (Public Notice and Hearings).

24-235 Findings

The review and decision-making authority may approve an application for an Exception only if the proposed project complies with applicable standards in the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the County Improvement Standards, and as supported by all of the following findings:

FIGURE 24-230-1 TYPICAL

PROCESS FOR EXCEPTION

APPROVAL

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A. The structure subject to the requested Exception is existing and legally established.

B. The original structure was built prior to the effective date of the Zoning Ordinance.

C. The requested Exception will allow for the continued reasonable use and enjoyment of the property.

D. The requested Exception will not be harmful to the public health, safety, or welfare.

24-236 Conditions of Approval

The review authority may attach conditions to the approval of an Exception as needed to ensure compliance with the Zoning Ordinance, other County ordinances, the General Plan, any other applicable community or specific plan, and the Improvement Standards.

24-237 Precedent

The approval of an Exception shall not set the precedent for the granting of any future Exception. Each Exception application shall be considered only on its individual merits.

24-238 Post-Decision Procedures

The procedures and requirements relating to notices of decision, effective dates, permit expiration,

permit revocation, and changed plans shall apply to Exceptions as provided in Article 35 (Post-Decision Procedures). The procedures and requirements relating to notices of decision shall apply to

Site Development Permits as provided in Article 37 (Public Notice and Hearings).

REASONABLE ACCOMMODATIONS 24-239

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Sections:

24-239– Purpose

24-240 Applicability

24-241– Review Authority

24-242– Application Submittal and Review

24-243– Criteria for Decision

24-244– Conditions of Approval

24-245– Post-Decision Procedures

24-239 Purpose

This article establishes a procedure for requesting reasonable accommodation for persons with disabilities seeking equal access to housing in the application of the Zoning Ordinance and other land

use regulations, policies, and procedures. A Reasonable Accommodation is typically an adjustment to

physical design standards to accommodate the placement of wheelchair ramps or other exterior modifications to a dwelling in response to the needs of a disabled resident. Figure 24-239-1 illustrates

the typical process for Reasonable Accommodation approval.

24-240 Applicability

A. Eligible Applicants. A request for reasonable accommodation may be made by any person with

a disability, their representative, or any entity, when the application of the Zoning Ordinance or other land use regulation, policy, or practice acts as a barrier to fair housing opportunities.

B. Definition. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having this type of impairment, or anyone who has a record of this type of impairment.

C. Eligible Requests. A request for Reasonable Accommodation may include a modification or exception to the rules, standards, and practices for the siting, development, and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice.

24-241 Review Authority

A. The Zoning Administrator shall take action on all Reasonable Accommodation applications.

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B. The Zoning Administrator may choose to refer any Reasonable Accommodation application to the Planning Commission for review and final decision.

24-242 Application Submittal and Review

An application for a Reasonable Accommodation shall be filed and processed in compliance with Article 27 (Permit Application and Review). The application shall include the information and materials specified in the Department of Development Services handout for Reasonable Accommodation applications, together with all required application fees. It is the responsibility of the applicant to provide evidence in support of the criteria described in Section 24-243 (Criteria for Decision).

24-243 Criteria for Decision

The Zoning Administrator shall make a written decision and either approve, approve with modifications, or deny a request for Reasonable Accommodation based on consideration of all of the following factors:

A. Whether the housing which is the subject of the request will be used by an individual defined as disabled under the Americans with Disabilities Act;

B. Whether the request for Reasonable Accommodation is necessary to make specific housing available to an individual with a disability under the Americans with Disabilities Act;

- C. Whether the requested Reasonable Accommodation would impose an undue financial or administrative burden on the County;
- D. Whether the requested Reasonable Accommodation would require a fundamental alteration in the nature of a County program or law, including but not limited to land use and zoning;
- E. Potential impact on surrounding uses;
- F. Physical attributes of the property and structures; and
- G. Other Reasonable Accommodations that may provide an equivalent level of benefit.

FIGURE 24-239-1 TYPICAL
 PROCESS FOR REASONABLE
 ACCOMMODATION APPROVAL
 POST-APPROVAL REQUIREMENTS 24-244
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24-244 Conditions of Approval

In approving a request for Reasonable Accommodation, the review authority may impose conditions

of approval deemed reasonable and necessary to ensure that the Reasonable Accommodation will comply with the criteria required by Section 24-243 (Criteria for Decision).

24-245 Post-Decision Procedures

The procedures and requirements relating to notices of decision, effective dates, permit expiration,

permit revocation, and changed plans shall apply to Reasonable Accommodations as provided in Article 35 (Post-Decision Procedures).

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Sections:

- 24-246 – Purpose
- 24-247 – Effective Date of Permits, Approvals, and Legislative Actions
- 24-248 – Signature Required
- 24-249 – Performance Guarantees
- 24-250 – Changes to an Approved Project
- 24-251 – Time Limits and Extensions
- 24-252 – Resubmittals
- 24-253 – Certificate of Occupancy
- 24-254 – Permits to Run with the Land
- 24-246 Purpose

This article establishes procedures and requirements that apply following a County decision on permit

applications and requested approvals required by the Zoning Ordinance.

24-247 Effective Date of Permits, Approvals, and Legislative Actions

A. Permits and Approvals.

1. A Zoning Clearance becomes effective immediately upon issuance.
2. An Administrative Permit, Site Development Permit, Minor Use Permit, Conditional Use Permit, Variance, Minor Variance, Exception, or Reasonable Accommodation approval becomes effective ten days following approval by the review authority.

B. Legislative Actions. Board of Supervisors actions to adopt or amend a development agreement or to amend the Zoning Ordinance become effective 30 days following adoption by the Board of Supervisors.

C. Issuance. The County may issue permits and other approvals only upon the effective date, provided no appeal of the review authority's decision has been filed in compliance with Article

38 (Appeals and Calls for Review).

24-248 Signature Required

Within 15 days of approval, the applicant or property owner shall submit to the Department of Development Services a signed copy of any conditions attached to an approved project. If the County

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does not receive the signed conditions within 15 days of project approval, a certified letter shall be

mailed to the applicant or property owner providing an additional 15 days to submit the signed copy

of any conditions to Development Services. If no action is taken by the applicant after this second notification and additional 15-day period, the permit shall expire and become void.

24-249 Performance Guarantees

A. Security Required. The County may require an applicant to provide adequate security to guarantee the proper completion of any approved work or compliance with any conditions of approval.

B. Form of Security. The security shall be in the form of cash, a certified or cashier's check, or a performance bond executed by the applicant and a corporate surety authorized to do business in California and approved by the County.

C. Amount of Security. The Zoning Administrator shall determine the amount of the security necessary to ensure proper completion of the approved work or compliance with applicable conditions of approval.

D. Duration of Security. The security shall remain in effect until all work has been completed and conditions fulfilled to the satisfaction of the Zoning Administrator or until a specified warranty period has elapsed.

E. Release of Security. The security deposit shall be released upon completion of the approved work or compliance with applicable conditions of approval.

F. Failure to Comply.

1. Upon failure to complete any work or comply with conditions, the County may complete the work or fulfill the condition, and may collect from the applicant or surety all costs incurred, including administrative, engineering, legal, and inspection costs.

2. Any unused portion of the security shall be refunded to the funding source.

24-250 Changes to an Approved Project

An approved project shall be established only as approved by the review authority, except when changes to the project are approved in compliance with this section.

A. Request for a Change.

1. An applicant shall request desired changes in writing, and shall also submit appropriate supporting materials and an explanation of the reasons for the request.

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2. Changes may be requested either before or after construction or establishment and operation of the approved use.

3. Changes shall be approved before implementation of the changes.

B. Notice and Hearing. If the matter originally required a noticed public hearing, the review authority shall hold a public hearing for the requested change, except as allowed by Subsection C (Minor Changes) and shall give notice in compliance with Article 37 (Public Notice and Hearings).

C. Minor Changes. The Zoning Administrator may authorize minor changes to an approved project if the changes comply with all of the following criteria:

1. The requested changes are consistent with all applicable requirements of the Zoning

Ordinance;

2. The requested changes are consistent with the spirit and intent of the original approval;
3. The requested changes do not involve a feature of the project that was a basis for findings in a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report for the project;
4. The requested changes do not involve a feature of the project that was a basis for conditions of approval for the project;
5. The requested changes do not involve a feature of the project that was a specific consideration by the review authority in granting the approval; and
6. The requested changes do not involve any expansion or intensification of the use or structure.

24-251 Time Limits and Extensions

A. Expiration of Permit. A permit or approval not exercised within two years after the date of approval shall expire and become void, except where an extension of time is approved as allowed by Subsection C (Extension of Time). A permit or approval shall also expire and become void if the permitted use is abandoned for one year.

B. Exercised Defined. A permit or approval shall be considered exercised when:

1. A building permit is issued and construction has commenced;
2. A certificate of occupancy is issued; or
3. The use is established.

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C. Extension of Time. The Zoning Administrator may approve an extension to a permit or approval in the following manner:

1. The applicant shall submit to the Department of Development Services a written request for an extension of time no later than 10 days before the expiration of the permit or approval.
2. The Zoning Administrator may extend the permit or approval for an additional one year period if the applicant has proceeded in good faith and has exercised due diligence in efforts to exercise the permit or approval in a timely manner.
3. The burden of proof is on the applicant to demonstrate that the permit should be extended.
4. The Zoning Administrator may choose to refer any extension of time requests to the Planning Commission for review and final decision.

24-252 Resubmittals

A. Resubmittals Prohibited Within 12 Months. For a period of 12 months following the denial or revocation of a discretionary permit or approval, no application for the same or substantially similar use or entitlement for the same site shall be submitted, unless the denial or revocation was made without prejudice, and so stated in the record.

B. Zoning Administrator's Determination. The Zoning Administrator shall determine whether the new application is for a permit or approval which is the same or substantially similar to the previously denied or revoked permit.

C. Appeal. The determination of the Zoning Administrator may be appealed to the Planning Commission, in compliance with Article 38 (Appeals and Calls for Review).

24-253 Certificates of Occupancy

The Zoning Administrator shall authorize any final Department of Development Services approvals

prior to issuance of a Certificate of Occupancy.

24-254 Permits to Run with the Land

Permits and approvals issued in compliance with the Zoning Ordinance remain valid upon change of

ownership of the site, structure, or use that was the subject of the permit application.

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24-255 Permit Revocation

Any discretionary permit may be revoked, or conditions of approval modified, as provided for in this

section.

A. Review Authority.

1. A permit may be revoked or modified by the review authority which originally approved the permit or approval.

2. In instances where the Zoning Administrator was the approval authority, the Zoning Administrator may choose to refer any action to revoke or modify a permit to the Planning Commission for review and final decision.

B. Public Notice and Hearing. Public notice and hearing for any action to revoke or modify a permit shall be provided in full compliance with Article 37 (Public Notice and Hearings).

C. Findings. The review authority may revoke or modify a permit only if one or more of the following findings can be made:

1. The applicant or property owner has altered the circumstances under which the permit was granted to a degree that one or more of the findings required to grant the original permit can no longer be made.

2. Permit issuance was based on misrepresentation by the applicant, either through the omission of a material statement in the application, or in public hearing testimony.

3. One or more conditions of approval have been violated, or have not been complied with or fulfilled.

4. The use or structure for which the permit was granted no longer exists or has been discontinued for a continuous period of at least 12 months.

5. The applicant or property owner has failed or refused to allow inspections for compliance.

6. Improvements authorized by the permit are in violation of the Zoning Ordinance or any law, ordinance, regulation, or statute.

7. The use or structure is being operated or maintained in a manner which constitutes a nuisance.

D. Effect of Revocation. The revocation of a permit shall have the effect of terminating the approval and denying the privileges granted by the permit.

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