



**Community & Economic Development Dept.**  
 2222 M Street, 2nd Floor  
 Merced, CA 95340  
**TEL:** (209) 385-7654  
**WEB:** countyofmerced.com/planning

# DEVIATIONS & VARIANCES

## FILING REQUIREMENTS CHECKLIST

<b>STEP 1</b>	<p><b>APPLICATION SUBMITTAL.</b> Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>												
<input type="checkbox"/> APPLICATION	Completed <a href="#">Planning Permit Application</a> with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.												
<input type="checkbox"/> COMPANION PAGE	Completed <a href="#">Deviations &amp; Variances Companion Page</a> .												
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted <a href="#">Fee Schedule</a> .												
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed <a href="#">Environmental Form</a> .												
<input type="checkbox"/> SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see <a href="#">Minimum Plan Requirements</a> ).												
<input type="checkbox"/> ADDITIONAL PLANS	<p>Based on the deviation/variance, provide the following (see <a href="#">Minimum Plan Requirements</a>):</p> <table border="1"> <thead> <tr> <th>Deviation/Variance for:</th> <th>Additional Plans Required:</th> </tr> </thead> <tbody> <tr> <td>Height Standards</td> <td>Elevations, Roof Plan</td> </tr> <tr> <td>Parking &amp; Loading Standards</td> <td>Sign Plan, Landscape Plan*</td> </tr> <tr> <td>Landscaping Standards</td> <td>Landscape Plan*</td> </tr> <tr> <td>Signs Standards</td> <td>Sign Plan</td> </tr> <tr> <td>Additions</td> <td>Elevations, Floor Plans, Sign Plans, Roof Plan, Landscape Plans*, Lighting Plan*, Colors &amp; Materials</td> </tr> </tbody> </table> <p>*If not incorporated into Site Plan</p>	Deviation/Variance for:	Additional Plans Required:	Height Standards	Elevations, Roof Plan	Parking & Loading Standards	Sign Plan, Landscape Plan*	Landscaping Standards	Landscape Plan*	Signs Standards	Sign Plan	Additions	Elevations, Floor Plans, Sign Plans, Roof Plan, Landscape Plans*, Lighting Plan*, Colors & Materials
Deviation/Variance for:	Additional Plans Required:												
Height Standards	Elevations, Roof Plan												
Parking & Loading Standards	Sign Plan, Landscape Plan*												
Landscaping Standards	Landscape Plan*												
Signs Standards	Sign Plan												
Additions	Elevations, Floor Plans, Sign Plans, Roof Plan, Landscape Plans*, Lighting Plan*, Colors & Materials												
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.												
<b>STEP 2</b>	<b>APPLICATION PROCESSING</b>												
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.												
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments. Applicants may be invited to a meeting with County agencies to discuss project implementation.												
PUBLIC NOTICE	Staff will schedule your project for a public hearing and prepare the required public notices and staff report summarizing the project and environmental analysis.												
<b>STEP 3</b>	<b>APPLICATION DECISION.</b> Either the Director (Minor Deviations) or the Planning Commission (Variances) will make a Decision on your project. The Decision can be appealed within 10 days of determination. If approved and no appeal is filed, staff will send you notice of the final action which includes but is not limited to approved plans and a list of conditions, organized by department, that must be met prior to project implementation or as part of implementation.												