



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

STEP 1	<p>APPLICATION SUBMITTAL. 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 Planning Permit Application 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 Deviations & Variances Companion Page .												
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted Fee Schedule .												
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed Environmental Form .												
<input type="checkbox"/> SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see Minimum Plan Requirements).												
<input type="checkbox"/> ADDITIONAL PLANS	<p>Based on the deviation/variance, provide the following (see Minimum Plan Requirements):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Deviation/Variance for:</th> <th style="text-align: left;">Additional Plans Required:</th> </tr> </thead> <tbody> <tr> <td>Height Standards</td> <td>Elevations, Roof Plan</td> </tr> <tr> <td>Parking & 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 & 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.												
STEP 2	APPLICATION PROCESSING												
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.												
STEP 3	APPLICATION DECISION. 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.												



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PLANNING PERMIT APPLICATION

TYPE OF APPLICATION:

- | | | |
|---|---|--|
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Developer Agreement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Major Modification | <input type="checkbox"/> Minor Modification |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Minor Deviation |
| <input type="checkbox"/> Planned Development | <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Site Plan & Design Review |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Zoning Code Amendment |
| <input type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Zoning Clearance | |
| <input type="checkbox"/> Other: _____ | | |

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____
 Property Address: _____
 Brief Project Description: _____

CONTACT INFORMATION

Property Owner(s): _____
 Mailing Address: _____
 Email Address: _____ Phone: _____

Applicant: _____
 Mailing Address: _____
 Email Address: _____ Phone: _____

Additional Agent: _____ Agent Role: _____
 Mailing Address: _____
 Email Address: _____ Phone: _____

SIGNATURES

We hereby certify that we have read the [Merced County Planning Permit Application Terms and Conditions](#), and agree to all applicable terms and conditions.

Owner (1)

Owner(2)

Applicant

Date

STAFF USE ONLY

Submittal Reviewer: _____ In-Take Date: _____
 Project #: _____ Application Fee: _____



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DEVIATIONS & VARIANCES COMPANION PAGE

PROJECT DESCRIPTION

Specific zoning requirement(s) which a deviation / variance is sought for (e.g. 15 feet side setback in the A-1 zone):

Proposed Deviation/Variance (Decrease setback by 5 feet):

JUSTIFICATION STATEMENT

1. What special circumstances or conditions exist at the project site that:
 - (a) Do not apply to other properties within the vicinity or under the same zoning; and,
 - (b) Prevent strict compliance with the Zoning Code?

Give specific description of such circumstances and conditions such as location, shape, size, surroundings, topography, and/or other physical features.

2. Would approval of the deviation/variance grant special privilege from limitations that are applicable to properties within the same vicinity or under the same zoning?

3. Does the deviation/variance allow a use or activity that would not be allowed on project site?

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ENVIRONMENTAL FORM

PROJECT INFORMATION & EXISTING CONDITIONS

Describe the project, including any new construction, demolition, relocation, phasing, and/or plans for expansion:

List and describe any other related local, state, and federal agencies permits/approvals:

Describe the natural characteristics on-site and nearby, include information on topography, natural slope, vegetation, drainage, soil stability, habitat, and any cultural, historical, or scenic resources:

FOR NEW CONSTRUCTION, ADDITIONS, AND REMODELS

By-Product	Estimated Generation:	Delivery/Disposal System	
Water:	_____ gpd	<input type="checkbox"/> Well	<input type="checkbox"/> Public Services District
Sewage:	_____ gpd	<input type="checkbox"/> Septic System	<input type="checkbox"/> Public Services District
Storm Water:	_____ cu.ft		
Solid Waste:	_____ cu.yd/day	gpd = gallons per day, cu.ft = cubic feet, cu.yd = cubic yard	

Grading			
Excavation:	_____ cu.yd	Fill:	_____ cu.yd
Dirt Exported:	_____ cu.yd	Dirt Imported:	_____ cu.yd

Describe construction timeline, equipment, and impacts (odor, noise, roadway/sidewalk closures):

DOES THE PROJECT INVOLVE:	YES	NO
1. Change in existing environmental features (vegetation, lakes, streams, rivers, hills, or ground contours)	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in scenic views or vistas from existing residential areas or public lands or roads.		
3. Change in pattern, scale or character of the general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
4. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in dust, ash, smoke, fumes or odors in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>

STAFF USE ONLY

Project #: _____ Applicant: _____

DOES THE PROJECT INVOLVE:	YES	NO
6. Change in stream or groundwater quality or quantity or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
8. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
12. Relationship to a larger project or series of project.	<input type="checkbox"/>	<input type="checkbox"/>
13. Creation of one acre or more of impervious surface area on the project site.	<input type="checkbox"/>	<input type="checkbox"/>

If you check "YES" to any of above, please explain how:

STAFF USE ONLY

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Applicant: _____