



WAIVER APPLICATION INSTRUCTIONS FOR FILING

Development Code Chapter 11.60 (Ordinance #1556)

Waivers require approval by the Zoning Administrator pursuant to Development Code Chapter 11.60, *Waivers & Modifications*. Waivers do not require a public hearing or public notice prior to taking action. Waivers processed in conjunction with another Planning application, or entitlement, may require a public hearing. A notice of the Zoning Administrator's decision for waiver approval will be posted in the Planning Department bulletin for a period of 10 days from the date of the decision. A Waiver is an authorization to make minor deviations to the development standards and requirements of the Development Code where the overall intent and purpose of the Development Code is maintained. Waivers also provide a mechanism for the County to comply with the Federal Fair Housing Act and authorization of Reasonable Accommodations. Please review Section 11.60.020, *Applicability*, for a detailed list of the types of development standards that a Waiver may be applied for.

Applications shall be reviewed for compliance with the below Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Project Description:** Please provide a brief project description that includes: the applicant's request, justification of the request & any other information that may be relevant to understanding the circumstances.
3. **Development Plan:** Electronic plans are preferred. Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. The site development plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property dimensions and acreage for entire property.
 - c) All existing and proposed buildings and structures including location from property lines, size/square footage, height and proposed use(s). Clearly notate existing structures and proposed structures.
 - d) Walls and fences including location, height and construction materials.
 - e) Names of all adjoining streets.
4. Other information as may be required to facilitate a comprehensive evaluation of the application by Yuba County CDSA Staff.