DEPARTMENT OF RESOURCE MANAGEMENT
Planning Services Division
675 Texas Street, Suite 5500, Fairfield, CA 94533

(707) 784-6765 Phone
(707) 784-4805 Fax
www.solanocounty.com

Bill Emlen, Director
Michael Yankovich, Planning Manager

WAIVER

The purpose of a waiver is to allow minor deviation from the following requirements of Chapter 28 of the County Code (Zoning Regulations); except that, in no case shall a waiver be granted to allow a use of land or buildings not permitted in the zoning district in which the subject property is located. Approval of a Waiver is subject to a Public Hearing by the Zoning Administrator. Request for Zoning Code waivers are limited to the following:

- Side and/or rear yard requirements for an accessory building *[28-50(b)(3)(c)]*
- Minimum gross floor area requirements for a dwelling unit *[28-58(a)(1)(a)]*
- Exterior siding requirements for a dwelling unit *[28-58(b)]*
- Roof eave or gable overhang requirements for a dwelling unit *[28-58(c)]*
- Roofing material and/or roof pitch requirements for a dwelling unit *[28-58(d)]*
- Finished first floor height requirements for a dwelling unit *[28-58(e)]*
- Two-car enclosed garage requirements for a dwelling unit *[28-58(f)]*
- Yard requirements for parcel(s) with existing legal non-conforming dwelling(s) *28-50(e)(11)]*
- Fencing requirements for automobile, mobilehome, recreation vehicle or boat storage lots *[28-55(h)(1)]*
- Setback requirements for wind turbine generators *[28-50(b)(4)b)]*

THE APPLICATION PACKET INCLUDES THE FOLLOWING:

☐ SUBMITTAL REQUIREMENTS

☐ APPLICATION FORM

☐ PROCESS INFORMATION

☐ CONTACT INFORMATION

For assistance call (707) 784-6765 and ask for the Planner on Duty. Access the Solano County General Plan, Zoning Code and property zoning information online at www.solanocounty.com. Click on the Department of Resource Management then Planning Services.

SUBMITTAL REQUIREMENTS:

- ☐ 1 copy of pre-application notes, if applicable.
- ☐ 1 copy of completed application form signed by applicant and owner.
- ☐ 1 copy of an Assessor's Parcel Map. Outline the subject site in red.

  Available at the Assessor's Department located at the County Administration Center (2nd floor) or online via www.solanocounty.com. Click on County's Assessor Recorder Department webpage.
- ☐ 5 copies of the Site Plan full sized folded to 8.5" x 11"
- ☐ 5 copies of the Elevation full sized folded to 8.5" x 11"
- ☐ 5 copies of the Floor Plan full sized folded to 8.5" x 11"
- ☐ 1 copy of each plan reduced to 8.5" x 11"
- ☐ 3 sets of photographs of the site and relation to surrounding areas. Minimum of 4 photos.
- ☐ Electronic copies of all materials in CD format (pdf or jpeg).
- ☐ Filing Fee. Please consult the fee schedule or contact Planning Services at (707) 784-6765 for appropriate filing fees. Cash, ATM/Debit or check made payable to Solano County are accepted.

DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING SERVICES APPLICATION FORM

675 Texas Street Suite 5500, Fairfield, CA 94533

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Application Type: ☐ New ☐ Extension (maps) ☐ Minor Revision ☐ Map Modification

☐ Administrative Permit (AD)
☐ Architectural Review (AR)
☐ General Plan Amendment (G)
☐ Major Subdivision (S)
☐ Marsh Development Permit (MD)
☐ Minor Subdivision (MS)
☐ Minor Use Permit (MU)
☐ Mobilehome Storage Permit (MH)
☐ Mutual Agreement (MA)
☐ Performance Standards (PS)
☐ Policy Plan Overlay (PP)
☐ Rezone (Z)
☐ Sign Permit (SGN)
☐ Use Permit (U)
☐ Variance (V)
☐ Waiver (WA)
☐ Zone Text Amendment (ZT)

FOR OFFICE USE ONLY

Application No: MR# Hrg: AD ZA PC BOS Date Filed: Plnr:

Project Name: _____

Subject Site Information

Site Address: _____City: _____State: _____Zip: _____

Assessor's Parcel Number (s): _____Size (sq. ft/acre): _____

Preferred Property Access by Staff: ☐ OK to access ☐ Call applicant before access ☐ Call owner before access

Contact Information

Property Owner Name: _____

Contact Name: _____ Phone: _____Email: _____

Mailing Address: _____City: _____State: _____Zip: _____

Architect/Engineer/Land Surveyor Company Name: _____

Contact Name: _____ Phone: _____Email: _____

Mailing Address: _____City:_____ State: _____Zip: _____

Applicant/Company Name: _____

Contact Name: _____Phone: _____ Email: _____

Mailing Address: _____City: _____State: _____ Zip: _____

Other Contacts:

Name: _____Phone: _____Email: _____

Mailing Address: _____City: _____State: _____Zip:_____

1 Project Narrative

Describe the type of development, proposed uses/business, phases, changes or alterations to the property or building and intent or purpose of your proposal clearly. Attach additional sheets as necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

2 General Plan, Zoning and Utilities:

General Plan, Zoning or Williamson Act Contract information is available at our offices or can be obtained by visiting www.solanocounty.com. Click on the "Interactive Map" icon, then search by address or assessor parcel number.

Current General Plan Designation: _____ Current Zoning: _____

Proposed General Plan Designation: _____ Proposed Zoning: _____

Current Water Provider: _____ Current Sewage Disposal: _____

Proposed Water Provider: _____ Proposed Sewage Disposal:_____

3 Williamson Act Contract

A. Is any portion of the property under Williamson Act Contract? ☐ Yes ☐ N o

If yes, Contract No. _____please provide a copy.

If yes, has a Notice of Non-Renewal been filed? ☐ Yes ☐ No

If yes, please provide a copy.

B. Are there any agricultural conservation, open space or similar easements affecting the use of the project site? (such easements do not include Williamson Act contracts)

☐ Yes ☐ No *if yes, please list and provide a copy.*

4 Additional Background Information

A. Does the proposal propose the demolition or alteration of any existing structures on the subject site?

☐ Yes ☐ No If yes, please describe in the project narrative.

B. List any permits that are required from Solano County and/or other local, state, federal agencies (i.e. building permit, Department of Fish and Game permits, etc.)

_____

_____

C. List any known previously approved projects located on the property (i.e. Use Permit, Parcel Maps, etc). Identify the project name, type of project and date of approval.

_____

_____

D. List any known professionally prepared reports for the project (i.e. biological survey, traffic study, geologic, hazardous materials, etc.)

_____

_____

E. Does the project involve Housing and Urban Development (HUD) federal funding? ☐ Yes ☐ No
Is HUD funding anticipated? ☐ Yes ☐ No

If yes, indicate the type of funding (i.e. CDBG grant, HOME, Investment Partnership Program, etc), funding amount, whether awarded or application pending and fiscal year of award or application request.

_____

_____

H. Is this part of a larger project? If yes, please explain. ☐ Yes ☐ No

_____

_____

5 Existing Conditions

Describe in general the project site and surrounding properties as they presently exist; including but not limited to, information on existing land uses, unique physical and topographic features, soil stability, plants and animals, cultural, historical, or scenic aspects, and any other information which would assist the Department in understanding the project's environmental setting. Clear, representative color photographs may be submitted to show the project area. Draw in property boundaries on the photographs.

A. Project site:

_____

_____

_____

_____

B. Surrounding properties:

_____

_____

C. Existing use of land:

_____

_____

D. Describe number and type of existing structures:

	Type/Number	Square Feet
Residential		
Agricultural		
Commercial		
Industrial		
Other		

E. Describe existing vegetation on site, including number and type of existing trees.

_____

_____

F. If in agricultural use, describe type of use or crop (cattle, sheep, hay, vegetables, fruit, etc).

_____

_____

G. Slope of property:

Flat or sloping	(0 - 6% slope)	_____ acres
Rolling	(7 - 15% slope)	_____ acres
Hilly	(16 - 24% slope)	_____ acres
Steep	(> 24% slope)	_____acres

H. Describe existing drainage conditions on site. Indicate direction of surface flows, adjacent parcels affected.

_____

_____

I. Describe land uses on adjacent parcels (specify types of crops if agricultural).

North		South	
East		West	

J. Distance to nearest residence(s) or other adjacent use(s): _____(ft/mi)

K. Describe and indicate location of any power lines, water mains, pipelines or other transmission lines which are located on or adjacent to the property.

_____

_____

L. Describe number and location of natural creeks or water courses through or adjacent to the property. Specify names (if any). Indicate whether ephemeral (brief flows following rains), intermittent (seasonal flows during wet season), or perennial (year-round flows).

_____

_____

M. Describe number and location of man-made drainage channels through or adjacent to the property. Specify names, if any.

_____

_____

N. Identify and describe any on-site or adjacent marshes, wetlands, vernal pools, wet meadows, riparian (i.e. dependant on water bodies) vegetation, etc.:

_____

_____

O. Are there any unique, sensitive, rare, threatened, or endangered animals, plants, or habitats on the project site or located in close proximity which may be affected by the project?

Yes _____No _____Don't Know_____ If yes, please list:

_____

_____

P. Describe existing vehicle access(s) to property:

_____

_____

Q. List and describe the nature and location of all existing easements serving or affecting the property, including access, utility, and other public or private easements (see deed or recent preliminary title report).

_____

_____

R. List and describe any freestanding and attached signage on the property. Describe the dimensions, area and height. Include the location on the site plan.

_____

_____

_____

_____

6 Proposed Changes to the Site

A. Topography and grading (attach copy of grading plan showing existing and proposed topography and drainage patterns.)

i. Percent of site previously graded: _____%.

ii. Project area (area to be graded or otherwise disturbed): _____sq. ft./acres.

iii. Estimate amount of soil to be moved (cut and/or fill):

_____Less than 50 cubic yds^3 _____More than 50 cubic yds^3 _____More than 1000 cubic yds^3

iv. Estimate amount of soil to be:

Imported _____yd^3 Exported_____yd^3 Used on site _____yd^3.

B. Number, size and type of trees, and type and quantity of vegetation to be removed. (size of trees = diameter at 4ft. above grade)

_____

_____

C. Number, type and use of existing structures to be removed, and removal schedule:

_____

_____

D. Describe proposed fencing and/or visual screening (landscaping):

_____

_____

E. Proposed access to project site (road name, driveway location, etc.):

_____

_____

F. Proposed source and method of water supply:

_____

_____

G. Proposed method of sewage disposal (specify agency if public sewer):

_____

_____

H. Provisions for solid/hazardous waste disposal (specify company or agency if applicable):

_____

_____

I. List hazardous materials or wastes handled on-site:

_____

_____

J. Duration of construction and/or anticipated phasing:

_____

_____

K. Will the proposed use be affected by or sensitive to existing noise in the vicinity? If so, describe source (e.g. freeway, industrial) and distance to noise source.

_____

_____

7 Proposed Site Utilization

A. **RESIDENTIAL PROJECTS**

1. Number of structures: Single Family: _____Multi-family:_____ Accessory: _____

   If multi-family, number of units: _____Maximum height: _____

2. Signage: Freestanding: _____ Dimension(s): _____ Area: _____ (sq.ft)
   Attached/Wall: _____ Dimensions(s): _____Area: _____ (sq.ft)

B. **NON-RESIDENTIAL PROJECTS** (Commercial, Industrial, Agricultural, Other)

1. Lot coverage:

   Building coverage: _____ (sq.ft) Surfaced area: _____(sq.ft)

   Landscaped or open space: _____ (sq.ft)

2. Total floor area: _____ (sq.ft)
3. Number of stories: _____ Maximum height: _____ (ft.)
4. Proposed hours of operation:

   Days: _____

   From: _____ a.m./p.m to _____ a.m./p.m

   _____

   _____

   Year round: ☐ Yes ☐ No Months of operation: from _____ through_____

5. Proposed construction schedule:

   Daily construction schedule: from _____a.m./p.m. to _____a.m./p.m.

   Days of construction: _____

6. Will this project be constructed in phases? Describe:

   _____

   _____

7. Maximum number of people using facilities:

   At any one time: _____Throughout day: _____

8. Total number of employees: _____

   Expected maximum number of employees on site: _____

   During a shift: _____During day: _____

9. Number of parking spaces proposed: _____

10. Maximum number of vehicles expected to arrive at site:

    At any one time: _____day: _____

11. Radius of service area: _____

12. Type of loading/unloading facilities:

    _____

    _____

13. Type of exterior lighting proposed:

    _____

    _____

14. Describe all anticipated noise-generating operations, vehicles or equipment on-site.

    _____

    _____

15. Describe all proposed uses which may emit odors detectable on or off-site.

    _____

    _____

16. Describe all proposed freestanding and wall signage. Include the dimensions, area and height.

    _____

    _____

8 Environmental Checklist

Indicate the following items applicable to the project or its effects. Discuss in Section 9 all items checked "Yes" or "Maybe". ***Attach additional sheets as necessary.***

	YES	MAYBE	NO
A. Change in existing natural features including any bays, tidelands, lakes, streams, beaches, natural landforms or vegetation.	☐	☐	☐
B. Change in scenic views or vistas from existing residential areas, public lands or roads.	☐	☐	☐
C. Change in scale, pattern or character of general area of project.	☐	☐	☐
D. Increased amounts of solid waste or litter.	☐	☐	☐
E. Dust, ash, smoke, fumes or odors on site or in vicinity.	☐	☐	☐
F. Change in ground water quality or quantity.	☐	☐	☐
G. Alteration of existing drainage patterns, or change in surface water quantity or quality.	☐	☐	☐
H. Change in existing noise or vibration levels.	☐	☐	☐
I. Construction on filled land or construction or grading on slopes of 25% or more.	☐	☐	☐
J. Storage, use or disposal of materials potentially hazardous to man or wildlife, including gasoline and diesel fuel. (See Environmental Health Division for assistance or information).	☐	☐	☐
K. Increase in demand for public services (police, fire, water, sewer, etc.)	☐	☐	☐
L. Increase in fossil fuel consumption (electricity, natural gas, oil, etc.).	☐	☐	☐
M. Change in use of or access to an existing recreational area or navigable stream.	☐	☐	☐
N. Change in traffic or vehicular noise on road system in immediate vicinity.	☐	☐	☐
O. Increased hazards for vehicles, bicycles or pedestrians.	☐	☐	☐
P. Removal of agricultural or grazing lands from production.	☐	☐	☐
Q. Relocation of people.	☐	☐	☐

9 Additional Information by Applicant

In order to make this application COMPLETE, please submit any additional data, information or special study reports that may be necessary to determine whether the project may have significant effect on the environment or to evaluate any adverse impacts, and to determine how they may be mitigated. Add additional pages as necessary.

10 Information Verification - Signed by Owner and Applicant

Owner and Applicant must sign below certifying that all information is to the best of his/her knowledge true and correct.

If the applicant is not the owner of record of all property included in this application, the signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting information. Additionally, the undersigned does hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes. **This certification acknowledges that if the project exceeds double that of the application fee, applicants are subject to the hourly billing rate of staff time. You will be notified if the project is approaching this threshold.**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Owner signature: _____ Date: _____

PRINTED NAME: _____

Applicant signature: _____ Date: _____

PRINTED NAME: _____

For Office Use Only

Planning Permit Fee(s)

_____-_____-_____ $_____
_____-_____-_____ $_____
_____-_____-_____ $_____
_____-_____-_____ $_____
_____-_____-_____ $_____

Total $_____

Total Fees Paid (P + E) $_____

Environmental Review Fees

Initial Study	$_____
Archaeological Study (Sonoma State NWIC)	$_____
Negative Declaration	$_____
CA Fish and Games (ND or EIR)	$_____
Initiate EIR	$_____
Mitigation Monitoring Plan	$_____
Total	$_____

Receipt No.: _____ **DATE:** _____

Staff verify: Zoning: _____ GP Land Use & Consistency: _____

Comments: _____ Staff/Date: _____

T:\PLANNING\Planning Templates\Front Counter Application and Instruction Forms\COUNTER FORMS - (O-R-I-G-I-N-A-L-S)\Land Use Permit\Permit Application & Instructions\Land Use Permit - Application.doc(June 23, 2011)

DEPARTMENT OF RESOURCE MANAGEMENT

675 Texas Street, Suite 5500, Fairfield, CA 94533
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www.solanocounty.com

PERMITS AND CONTACTS

The Department of Resource Management issues several permits necessary for the construction of your development or opening your business. We are available to assist you 8 am to 5 pm, Monday through Friday.

Bill Emlen, Director
WFemlen@solanocounty.com

Cliff Covey, Assistant Director
CCovey@solanocounty.com

BUSINESS LICENSE

Businesses located within the unincorporated area of Solano County	Diane Gilliland (707) 784-3176 djgilliland@solanocounty.com

Prior to applying for a business license, please contact the Planner on Duty (707) 784-6765, to determine if the property is zoned for your business.

BUILDING AND SAFETY DIVISION

David Cliche, (707) 784-4705
DWCliche@solanocounty.com

Building Permits and Certificate of Occupancy	Virgina Bugbee (707) 784-3146 VEBugbee@solanocounty.com

ENVIRONMENTAL HEALTH DIVISION

Terry Schmidtbauer (707) 784–3308
TSchmidtbauer@solanocounty.com

Hazardous Materials Management Plan	Matt Geisert (707) 784-3314 MGeisert@solanocounty.com
Sewage Disposal System and Water Well permits	Jeffery Bell (707) 784-3302 JBell@solanocounty.com
Retail food facilities and commercial kitchen permits	Ricardo Serrano (707) 784-3179 RSerrano@solanocounty.com

PUBLIC WORKS ENGINEERING DIVISION

Mathew Tuggle (707) 784 -6072
MRTuggle@solanocounty.com

Encroachment Permits	Greg Meeks (707) 784-6077 GLMeeks@solanocounty.com
Final Map, Parcel Map and Improvement Plans	Stan Schram (707) 784-3128 SJSchram@solanocounty.com
Grading and Drainage Permits	Nick Burton (707) 784-3155 NSburton@solanocounty.com

PLANNING SERVICES DIVISION

Mike Yankovich (707) 784–3159
MYankovich@solanocounty.com

Current Planning

Contact the following persons regarding general process information. For project or application specific questions, please contact the assigned project planner.

General Plan Amendment, Zone Changes, Policy Plan Overlay Performance Standards, Architectural Reviews	Jim Leland (707) 784-3166 JHLeland@solanocounty.com
Subdivision (Major and Minor), Reclamation Plan Marsh Development Permit, Variance	Karen Avery (707) 784-3165 KMAvery@solanocounty.com
Use Permit, Environmental Review Process, Sign Permit, Agricultural Preserve/Williamson Act Contract	Nedzlene Ferrario (707) 784-3170 NNFerrario@solanocounty.com
Lot Line Adjustment, Waivers, Mobilehome Storage Permit, Oil and Gas Well Permit, Certificate of Compliance Parcel Merger, Geographic Information Systems	Eric Wilberg (707) 784-3167 EJWilberg@solanocounty.com

Advanced Planning

Long Range Land Use, Policy Planning	Matt Walsh (707) 784-3168 MWalsh@solanocounty.com
Integrated Waste Management Planning Green Business and Recycling Program Local California Integrated Waste Management Task Force	Narcisa Untal (707) 784-3172 NUntal@solanocounty.com
Local Suisun Marsh Protection Plan	Mike Yankovich (707) 784 - 3159 MYankovich@solanocounty.com

PROCESS INFORMATION:

NOTICE: Notification of intent to grant a waiver of any requirement authorized pursuant to the provisions of the Solano County Code shall be sent to owners, as shown on the latest equalized assessment roll, of real property contiguous to that property for which a request for waiver has been received, 10 days in advance of a decision on said request.

HEARING: The applicant or his representative should be present at the hearing. If he is unable to attend, he may request a continuance in writing. During the hearing, all interested persons will have the opportunity to speak in favor or in opposition to granting of waiver approval.

FINDINGS FOR APPROVAL: In order to grant a waiver pursuant to the provisions of Chapter 28 of the County Code, the Zoning Administrator shall consider the proposal is consistent with the goals, objectives, and policies of the Solano County General Plan, adequate utilities, access and drainage are being provided, the use would not constitute a nuisance to the neighborhood, no significant effect on the environment, compatible with the surrounding land uses and conform with the requirements of the Solano County Zoning Ordinance.

APPEALS: Any person or party aggrieved or affected by any determination of the Zoning Administrator may file an appeal pursuant to Section 28-63 of the Solano County Code. The appeal must be in writing outlining the reasons for the appeal, must include the applicable fee, and must be filed within ten (10) days of the decision to be appealed.