

# **VARIANCE PERMIT APPLICATION PACKET**

**The City of Ripon**



***Community Development Department***

**FILING INSTRUCTIONS:** Complete applications must be received by the Planning Department no later than sixty (60) days prior to the next scheduled planning commission meeting.

**PROCESSING PROCEDURE:** Variance Permit applications are reviewed during a public hearing by the planning commission in accordance with the Development Code, Title 16, Chapter 16.84, and unless otherwise advised by the planning department, applicants or their authorized representatives are required to attend the meeting to present their project to the Planning Commission. A copy of the agenda and staff report will be mailed no later than seventy-two (72) hours prior to the commission meeting. Meetings may be held between the applicant and the project review team prior to the completion of the staff report to address issues identified during the review period.

**APPLICATION SUBMITTAL REQUIREMENTS:** Unless otherwise determined by the planning department, an application for a variance permit must include the following:

- Application and preliminary environmental assessment fees
- The property owner or record's name and mailing address and resident's address if property owner is absentee for every property within a 500 foot radius of the project site, measured from the perimeter of the project boundary line(s). Two formats must be provided: 1) self adhesive mailing labels which include property owner of record's name and mailing address, and 2) the assessor parcel number (APN) and the property owner of record's name and mailing address in label format on single sheet, one sided white copy paper.
- Vicinity Map (8 1/2 x 11)
- Sufficient information in writing, drawings, or pictures to show the detail of the proposed variance.
- Site Plan Diagram (one (1) copy at 11" x 17" and/or 8 1/2" x 11" containing the following information:
  - Dimensions of the lot; and
  - All existing structures on the lot including fencing and landscaping; and
  - Any proposed new construction; and
  - An exhibit indicating the detailed appearance of all proposed construction (dimensions, colors, materials and any special architectural features); and
  - Any easements, etc. on the lot; and
  - Other appropriate information deemed pertinent to the variance proposal.
- Detailed explanation for the requested variance. *State law requires, in order to consider granting a variance, that there are special circumstances which deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications.*
- Flash Drive or Email containing PDF of all submitted documents (documents may be emailed to the following [mjohnston@cityofripon.org](mailto:mjohnston@cityofripon.org) or [kzuidervaart@cityofripon.org](mailto:kzuidervaart@cityofripon.org)).

**APPEAL PROCEDURE:** Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may, within ten (10) days after said action, file a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one (1) Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.

# Variance Application

**City of Ripon**  
259 North Wilma Ave.,  
Ripon, CA 95366  
FAX 209-599-2685  
Phone 209-599-2108

**For Official Use Only**

V# \_\_\_\_\_ Fee \_\_\_\_\_

PEA# \_\_\_\_\_ Fee \_\_\_\_\_

**Completed App. ( ) Yes ( ) No**

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## **PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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## **APPLICANT: ( ) Same as Above**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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## **PROJECT SITE INFORMATION:**

Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

Present Zone: \_\_\_\_\_ Actual Use: \_\_\_\_\_

Project Description: \_\_\_\_\_

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Special Circumstances: ( ) YES ( ) NO If yes, describe: \_\_\_\_\_

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I hereby certify, under penalty of perjury, that the information provided herein is true and correct.

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Signature of Applicant

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Date

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Signature of Property Owner if applicable

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Date