

APPLICANT IS TO KEEP THIS PAGE

VARIANCE PROCEDURE APPLICATION INFORMATION

PLEASE READ CAREFULLY - ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING.

A filing fee of **\$125.00** is required to process this application. Please make checks or money orders payable to **HUMBOLDT COUNTY**. At this time, we are unable to accept credit or debit cards but cash is acceptable.

1. The completed application, required fee(s), together with map(s) and any additional information must be submitted to the Humboldt County Planning Department Office *at least fifteen (15) working days prior* to the scheduled County Commission or City Council meeting.
2. A copy of the application and map(s) will be sent to various City, County, State and outside agencies for their review and comments. The staff report will be prepared based upon the information provided in the application and from agency comments. A letter and a copy of the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting.
3. All property owners within three hundred (300) feet of the boundaries of the subject property will be notified by mail within ten (10) days prior to the meeting. The meeting will be an advertised public hearing at which time the applicant and all other interested parties will have an opportunity to be heard.
4. The application shall be heard as an agenda item on a regularly scheduled Humboldt County Commi1ssion or Winnemucca City Council meeting. At the public meeting, the Commission or Council will approve, deny or approve with conditions. The Board, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make a decision.
5. The decision will become effective 5 days after approval.
6. For further information refer to: Humboldt County Code - Chapter 17.66
Winnemucca Municipal Code - Chapter 17.116

Submission of this application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commission or the City Council; nor does it in and of itself guarantee approval of any licenses or permits that may be required.

*******THIS PAGE TO BE RETAINED BY APPLICANT*******

APPLICATION FOR VARIANCE

Note: The applicant is responsible for the accuracy of the information provided. Please fill in all the spaces. If an item does not apply, please put **N/A** (not applicable) on the line. Include the parcel number and/or the address of the property. Please provide a clear, legible, location map and a copy of the Assessor's Parcel map of the property with this application, if available.

City of Winnemucca

Humboldt County

Applicant/Agent _____

Location/Address of Property _____

Assessor's Parcel # _____ Property is zoned _____

Record Owner of Property: (a signed, notarized Affidavit of Ownership is required)

Name of Owner _____

Mailing Address _____ City _____

State _____ Zip Code _____ Phone _____

FOR DEPARTMENT USE

Received By _____ Date Received _____

Application No. _____ Name _____

Meeting Date/Entity _____

NPH to Property Owners _____ NPH for Publication _____

REQUIRED INFORMATION

The following information is required for this application. If the material is missing, Staff is authorized to return the application and take no further action until a complete application has been filed. (Enter N/A next to any item that does not apply - Use additional pages as necessary)

Copies of Site Plan drawn to scale and fully dimensioned showing the following:

	<u>Applies</u>
1. The entire parcel as described in the legal description.	_____
2. The location of all existing (E) and proposed (P) buildings and uses are to be identified by name.	_____
3. Buildings to be removed are to be shown in dashed lines.	_____
4. Walls and fences (location, height and material).	_____
5. Existing landscaping and location.	_____
6. Existing and proposed parking (number of spaces and maneuver lanes, striping, and wheel stops).	_____
7. Methods of ingress and egress.	_____
8. Loading areas.	_____
9. Outdoor lighting methods, poles, lights etc.	_____
10. Elevations of all buildings and structures.	_____
11. Street dedications and improvements (existing and proposed).	_____

WRITTEN STATEMENTS (Use additional pages as necessary)

1. Why are you applying for a Variance? Describe what you want to do and the exception to the code you are requesting (setback, fence or building height, lot size):

2. What are the special or exceptional circumstances or conditions applying to the property which make it necessary for the applicant or owner to receive a Variance?

3. Explain how the granting of this Variance would not constitute a special privilege inconsistent with the limitation upon other properties in the vicinity with the same zoning?

4. Describe the effect that approval of the Variance would have on adjacent properties (e.g. public safety, property values, neighborhood characteristics):

5. Describe how the granting of the Variance is necessary for the preservation and enjoyment of a substantial property right of the applicant.

BY MY SIGNATURE BELOW:

I consent to having the Planning Department Staff enter onto my property only for the sole purpose of inspecting said property as a part of this application process.

Or

I object to having the Planning Department Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by Staff or the final determination made by the Regional Planning Commission, City Council or County Commission).

I acknowledge that submission of the application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commission or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses.

I acknowledge that this application may be tabled until a later meeting if either I or my designated representative or agent are not present at the meeting for which this application is scheduled.

I have carefully read and completed all questions contained within this application to the best of my ability.

Applicant/Agent _____
(Please print or type)

Mailing Address _____
Street or P.O. Box

City, State, Zip Code _____

Phone _____ E-Mail _____

SIGNATURE _____

OWNER'S AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

I, _____ being duly sworn, depose and state that I am the owner of the property herein described in the application, and that I consent to the filing of this petition.

Signed _____

Mailing Address _____

Telephone Number _____

Subscribed and sworn before me on _____
(Date)

by _____
(Name of person making statement)

Notary Public in and for said County and State