



CITY OF GRASS VALLEY  
125 E. Main Street Grass Valley, California 95945  
(530) 274-4330

## MINOR VARIANCE PERMIT

Attached are the filing forms and instructions for submitting a complete Minor Variance permit. The Minor Variance permit provides a process for City consideration of requests to waive or modify certain standards of the Development Code when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other physical features, the strict application of the development standards otherwise applicable to the property denies the property owner privileges enjoyed by other property owners in the vicinity and in the same zone. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms and information sheet:

1. Application Form
2. Supplemental Application Information Form

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. Once the City receives the additional information or revised application, the thirty (30) day review period will begin again. If the Minor Variance application is determined to be complete, and before a decision on said application, the City shall provide notice in compliance with Chapter 17.92 (Public Hearings).

The notice shall state that the Director will decide whether to approve or deny the Minor Variance application on a date specified in the notice, and that a public hearing will be held only if requested in writing by any interested person before the specified date for the decision. If a public hearing is requested, the Director shall schedule the hearing which shall be noticed and conducted in compliance with Chapter 17.92. If no public hearing is requested, the Director shall render a decision on the date specified in the notice.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department at (530) 274-4330; 125 East Main Street, Grass Valley, CA 95945.

# CITY OF GRASS VALLEY MINOR VARIANCE PERMIT APPLICATION

<b>Minor Variance Permit Filing Fees..... \$ 371.00</b>
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**Property Address or Location:** \_\_\_\_\_

**Minor Variance Permit Request:** \_\_\_\_\_  
(See Table 7-3 on page 7-26 of the Development Code)

**Assessor's Parcel No.(s):** \_\_\_\_\_

**General Plan Land Use:** \_\_\_\_\_ **Zoning Designation:** \_\_\_\_\_

<u>Property Owner</u>
<b>Name:</b> _____
<b>Address:</b> _____
<b>City/State/Zip:</b> _____
<b>Phone(s):</b> _____
<b>E-mail:</b> _____
<b>Signature:</b> _____ <small>(A property owner's representative can sign if the property owner provides a letter of consent.)</small>

<u>Applicant / Representative</u>
<b>Name:</b> _____
<b>Address:</b> _____
<b>City/State/Zip:</b> _____
<b>Phone(s):</b> _____
<b>E-mail:</b> _____
<b>Signature:</b> _____

** OFFICE USE ONLY **		
Application No.:	Date Filed:	Amount Paid:
Fees Paid by:		
Other Related Application(s):	Public Hearing Request:	

Please attach the following to the **LIMITED TERM PERMIT:**

- Location Map/Site Plan** showing property boundaries and proposed structures in proximity to streets and exact location on the property.  
1 copy: 8½ x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets).  
If determined necessary by the Planning Director, this application may proceed to the Planning Commission, requiring additional copies.
- Proposed Signage** indicating dimensions, text and location on the structure.
- Photograph of Booth/Stand**
- California Sales Tax Permit (State Board of Equalization)**
- Proof of Insurance**

Please attach the following to the **MINOR USE PERMIT:**

- Location Map/Site Plan** showing all property lines, buildings and other structures, and indicating the proximity to streets and exact location of the proposed use on the property.  
1 copy: 8½ x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets).  
If determined necessary by the Planning Director, this application may proceed to the Planning Commission, requiring additional copies.
- Provide written justification to support the findings listed in Section 17.72.060 of the Development Code (page 7-24).**

Please attach the following to the **MINOR VARIANCE PERMIT:**

- Location Map/Site Plan** showing all property lines and indicating the proximity to streets and exact location of the structure on the property. Show the variance request on the site plan  
1 copy: 8½ x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets).  
If determined necessary by the Planning Director, this application may proceed to the Planning Commission, requiring additional copies.
- Provide written justification to support the findings listed in Section 17.72.070 of the Development Code (page 7-25).**