### FLOODPLAIN DEVELOPMENT VARIANCE APPLICATION - CHECKLIST -

A complete application shall include the following items:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RECEIVED</th>
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<tbody>
<tr>
<td>Payment of application Fees – Note: Verify applicable fees with Planning staff</td>
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<tr>
<td>Application Form (signed)</td>
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<tr>
<td>Completed Environmental / Project Site Questionnaire (See attached.)</td>
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<tr>
<td>Completed Eligibility Criteria Questionnaire (See attached.)</td>
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<tr>
<td>Location Map (May be combined with the Site Plan.)</td>
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<tr>
<td>Project Site Plan (See attached site plan sample and Site Plan Requirements.)</td>
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<tr>
<td>One 8 ½” x 11” reduction of all required maps plans, etc.</td>
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<tr>
<td>Applicable Assessor's Parcel Map (with project site outlined)</td>
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<tr>
<td><strong>For all structures</strong></td>
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<tr>
<td>Three (3) sets of preliminary plans (at approx. 30 percent completion) showing all structure elevations and floor plans on a minimum of 18” x 24” size sheets.</td>
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<tr>
<td>Completed Elevation Certificate for each proposed structure on the latest issued FEMA form identifying the base flood elevation.</td>
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<tr>
<td><strong>For Agricultural-Related Structures</strong></td>
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<tr>
<td>Preliminary plans for agricultural-related structures shall incorporate the following additional requirements in accordance with FEMA Technical Bulletin 7-93 (or latest FEMA requirements):</td>
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<tr>
<td>1. Structures shall be anchored to resist flotation, collapse, and lateral movement;</td>
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<tr>
<td>2. Portion of structures below the BFE shall be constructed of flood-resistant materials;</td>
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<td>3. Structures shall be designed to allow for the automatic entry of flood waters (i.e. flood vents);</td>
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<tr>
<td>4. Mechanical and utility equipment shall be elevated or flood proofed to or above the BFE; and</td>
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<tr>
<td>5. Any floodway encroachment shall comply with NFIP Regulations (i.e. no rise certification provided).</td>
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<tr>
<td>Eligible agricultural structures are limited to farm storage structures used exclusively for the storage of farm machinery and equipment (i.e. pole and prefabricated metal frame structures with open or closed side(s), grain bins, corn cribs, and general purpose barns for the temporary feeding of livestock. Refer to FEMA Technical Bulletin 7-93 (or latest FEMA requirements) for more information on restrictions on variances for agricultural-related structures.</td>
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<tr>
<td><strong>Note:</strong> New construction and substantial improvement of agricultural-related structures within a FEMA designated Special Flood Hazard Area are no longer eligible for Ag-Exempt status.</td>
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<tr>
<td>Preliminary Title Report (issued within the past 12 months)</td>
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<tr>
<td>Digital files of all required plans, maps and materials in PDF or other format loaded on a CD (one CD)</td>
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<tr>
<td>“No Rise” certification by registered civil engineer if encroachment within a designated Floodway is proposed.</td>
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<tr>
<td>Additional Information: Depending on the exact nature of the proposed project, additional information may be requested after the application is submitted and reviewed.</td>
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## Applicant Information

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Company (if applicable)</th>
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<th>Street Address</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Daytime Phone</th>
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<th>Property Owner</th>
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## Project Information

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<tr>
<th>Assessor’s Parcel No.</th>
<th>Parcel size</th>
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<table>
<thead>
<tr>
<th>Property Address/Location</th>
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<tr>
<th>Existing use of property</th>
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| Tax Rate Area(s) (taken from property tax bill): |
|                                                 |

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<tr>
<th>Request</th>
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## Required Signatures

I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibit submitted are true and correct to the best of my knowledge and belief. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.

I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.

I also certify that I am the owner of the above property or have attached the owner’s written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.

<table>
<thead>
<tr>
<th>Applicant’s/Owner’s Signature</th>
<th>Date</th>
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## For Office Use Only

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<tr>
<th>Received by:</th>
<th>Gen Plan:</th>
<th>Fee Received:</th>
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<tr>
<th>Date Received:</th>
<th>Gen Plan Designation:</th>
<th>Receipt #</th>
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<tr>
<th>Assigned Planner:</th>
<th>Zoning:</th>
<th>File # ZF</th>
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AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I, the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time “flat” fee for minor applications or a “deposit” fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a “time and materials” basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filing. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

REQUIRED SIGNATURES

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

__________________________________________________________

SIGNATURE:_______________________________________________________

DATE:_________________________________
FLOODPLAIN DEVELOPMENT
VARIANCES
REQUIRED CONDITIONS AND PROCEDURES

In accordance with Section 8-4.601 of the Yolo County Flood Protection Ordinance, flood variances pertain to a specific piece of property and are not personal in nature. The subject parcel must have physical characteristics so unusual that complying with the requirements of this ordinance would create an exceptional hardship to the applicant or the surrounding property owners. Such characteristics must pertain to the land itself, not to the structure, residents and/or property owners.

As specified in Section 8-4.602 of the Ordinance, the following restrictions will apply to the issuance of floodplain development variances:

1. Variances may be issued for new construction, substantial improvement, and other proposed new development to be erected on a lot of one-half acre of less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, provided the structure(s) is not for habitable purposes and provided the procedures of Article 4 and 5 of the Ordinance have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases.

2. Variances may be issued for the repair or rehabilitation of “historic structures” upon a determination that the proposed repair or rehabilitation will preclude the structure’s continued designation as an historic structure and the flood variance is the minimum necessary to preserve the historic character and design of the structure.

3. Variances shall not be issued within any mapped regulatory floodway if any increase in flood levels during the base flood discharge would result.

4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief. “Minimum necessary” means to afford relief with a minimum deviation from the requirements of this ordinance. For example, in the case of variances to an elevation requirement, this means that the Floodplain Administrator need not grant permission for the applicant to build at grade, or even to whatever elevation the applicant proposes, but only to the elevation which the Floodplain Administrator believes will both provide relief and preserve the integrity of the local ordinance.

Any applicant to whom a variance is granted will be given written notice over the signature of the Floodplain Administrator that:

The Issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as $25 for each $100 of insurance coverage; and
Such construction below the base flood level increases risk to life and property.

A copy of the notice will be recorded by the Floodplain Administrator in the Office of the Yolo County Recorder and shall be recorded in a manner so that it appears in the chain of title of the affected parcel of land.
In addition, in accordance with Section 8-4.603 of the Ordinance, the Floodplain Administrator will consider all technical evaluations, all relevant factors, standards specified in the Ordinance, and the following when considering applications for variances:

1. Danger that materials may be swept into other lands to the injury of others;
2. Danger to life and property due to flooding or erosion damage;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the existing individual owner and future owners of the property;
4. Importance of the services provided by the proposed facility to the community;
5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. Safety of access to the property in time of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site; and,
11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water system, and streets and bridges.

Variances will only be issued upon a:

1. Showing of good and sufficient cause;
2. Determination that failure to grant the variance would result in exceptional “hardship” to the applicant; and
3. Determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create a nuisance, cause fraud or victimization of, the public, or conflict with existing local laws or ordinances.

Variances may be issued for new construction and substantial improvements, and other proposed new development necessary for the conduct of a functionally dependent use provided that the provisions of this Article are satisfied and that the structure or other development is protected by methods that minimize flood damages during the base flood and does not result in additional threats to public safety and does not create a public nuisance.

Upon consideration of the factors above and the purposes as specified in the Ordinance, the Floodplain Administrator may attach any additional conditions to the granting of variances as they deem necessary to further the purposes of the Ordinance.
FLOOD VARIANCE
ELIGIBILITY CRITERIA QUESTIONNAIRE
(To Be Completed by Applicant)

To approve a variance, specific findings must be made and supported by substantial evidence of record. The information provided below will be considered in the determination if sufficient evidence has been provided to satisfy the approval requirements.

1. Explain why the physical characteristics of the parcel(s) are so unusual that complying with the requirements of the County’s Flood Protection Ordinance (i.e. elevating or floodproofing the structure(s)) would create an exceptional hardship to the applicant or the surrounding property owners. Applicant may wish to refer to FEMA Technical Bulletin 7-93 and the definition of “hardship” in the County’s Flood Protection Ordinance for guidance in addressing this requirement. Also, indicate if this variance will be for wet floodproofing of an agricultural building that would be used exclusively in connection with production, harvesting, storage, drying or raising of agricultural commodities.

__________________________________________________________________________________
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2. Indicate whether the variance is for new construction, substantial improvement, or other proposed new development, and include lot size. Please note that as the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.

__________________________________________________________________________________
__________________________________________________________________________________
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3. Indicate whether the variance is for the repair or rehabilitation of a “historic structure(s)” meeting the definition in Section 8-4.201 of the Flood Protection Ordinance. If so, please verify that the proposed repair or rehabilitation will not preclude the structure’s continued designation as a historic structure and the variance would be the minimum necessary to preserve the historic character and design of the structure.

__________________________________________________________________________________
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4. Variances will only be issued upon a determination that the variance is the “minimum necessary” action, considering the flood hazard, to afford relief. “Minimum necessary” means to afford relief with a minimum of deviation from the requirements of the Flood Protection Ordinance. Please explain why the granting of a variance for your project would constitute the “minimum necessary” action.

__________________________________________________________________________________
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A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s): ____________________________

2. Location (nearest public road, cross street, community, etc): ____________________________

3. Size of Assessor Parcel Areas(s): ____________________________ sq. ft./acres.

4. Size of Permit Area (if different from parcel area): ____________________________

5. Existing Land Use(s): ____________________________

6. Existing Building(s) and Structure(s): ____________________________

7. Maximum Existing Slope Gradient (horizontal feet/each vertical feet): ____________________________

8. Distinctive Physical Features (i.e. landslides, streams, faults): ____________________________

9. Existing Vegetation: ____________________________

10. Existing Access Routes (if any): ____________________________

11. Existing Drainage Facilities/Direction: ____________________________

12. Existing Water Supply (if any): ____________________________

13. Existing Sanitation Facilities (if any): ____________________________

14. List and Describe all Existing Easements: ____________________________

15. Owner(s) of Mineral Rights: ____________________________

16. Existing Land Conservation Contract and/or other deed restrictions (if any): ____________________________

B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).

   North: ____________________________  South: ____________________________

   East: ____________________________  West: ____________________________

2. Buildings and Structures (indicate distance from project site).

   North: ____________________________  South: ____________________________
3. Distinctive Physical Features and Vegetation.

   North: ___________  South: ___________
   East: ___________  West: ___________

C. PROJECT DESCRIPTION

1. Proposed use(s) in detail (please attach additional sheets if necessary):

2. Describe in detail the type of materials used, stored, sold and/or processed, and the processes to be involved the proposed operation (attach sheets if necessary):

3. Grading/Area to be graded/Total volume to be moved:

4. Slope ratio of steepest finished slope (horizontal feet/each vertical foot):

   Height of highest finished slope: ___________

   Disposition of excavated material: ___________

D. PROPOSED SERVICES

1. Drainage

   Describe how increased runoff will be handled (onsite and offsite):

   Will the project require the installation or replacement of storm drains or channels?

   If yes, indicate length, size and capacity.
SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24” x 36”, except as otherwise specified by the pre-submittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½” x 11”. The north side of the lot should be at the top of the plan. Please see an attached sample site plan. The following outline contains those items to be included on your site plan, if applicable:

A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project need be accurately portrayed on the site plan include (where applicable):

1. North arrow and scale (preferably not less than 1” = 20’).
2. Exterior dimensions of the property.
3. Setback dimensions (from property lines to structures) and distances between structures.
4. Existing and proposed structures labeled "existing" and "proposed". Include locations of existing and proposed wells, septic tanks, leach lines and replacement areas.
5. Physical features of the site, including mature trees, topographical contours, and landmarks.
6. Use(s) of structures, noting those existing structures to be removed, including abandoned wells.
7. Gross floor area of each structure (may be shown on the structure or in the legend).
8. Existing and proposed paved areas, including type of surfacing and widths of all driveways, access easements, walks and rights-of-way.
9. Adjacent streets with names.
10. Location of existing and proposed easements (including utility easements).
11. Existing and proposed drainage facilities, including surface drainage patterns.
12. Location of fire hydrants, freestanding lighting fixtures, walls and fences.
13. Location of existing and proposed signs.
14. Location and dimensions of paved off-street parking (garage or carport will meet the off-street parking requirement).
15. Identify adjacent land uses (residential, commercial, industrial, agricultural)
16. Multi-family Residential and Commercial/Industrial only:
   a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
   b. Location of trash enclosures. Square footage of proposed and existing construction. If WAREHOUSE or OFFICE, specify what percentage of office to warehouse space.
   c. On-site parking, circulation and lighting.
      1. Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number.
      2. Direction of traffic flows (shown with arrows).
      3. Off-street loading spaces and facilities (commercial/industrial only).
      4. Bicycle and motorcycle parking.
      5. Concrete curbing and retaining wall details.
   d. Flood zone information including flood zone designation (i.e. Zone A, AE, AH, AO or X), flood zone boundary lines and base flood elevation obtained from the effective Flood Insurance Rate Map (FIRM) or other source approved by the Floodplain Administrator.

B. TITLE BLOCK

A TITLE BLOCK shall be provided in one corner of each page of the plot plan, and contain the following information:

1. Proposed use(s).
2. Name, address and phone number of property owner and engineer or architect.
3. Assessor’s Parcel Number and Project address (if applicable).
C. LOCATION MAP

A LOCATION MAP shall be provided on a separate map or page and include the following:

1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is \( \frac{1}{4} \) mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

D. LEGEND

A LEGEND shall be provided, and shall include the following information:

1. Gross acreage of subject property and net area of property (excluding streets and access easements).
2. Number of required and proposed parking and loading spaces and parking area size in square feet.
3. Building coverage (square footage of structures divided by square footage of property).
4. Percentage of landscaping provided based on the gross area of site, parking and drive areas.
SAMPLE
SITE PLAN

OWNERS NAME
ASSSESSORS PARCEL #
ADDRESS
LOT AREA OR ACREAGE
BUILDING HEIGHT
ETC.

(x=REF-100.0)

(without a true survey, a point is picked as the reference elevation C) DIM ROAD such as the center of
the street)
FLOOD VARIANCE

ELIGIBILITY CRITERIA QUESTIONNAIRE

(To Be Completed by Applicant)

To approve a variance, specific findings must be made and supported by substantial evidence of record. The information provided below will be considered in the determination if sufficient evidence has been provided to satisfy the approval requirements.

1. Explain why the physical characteristics of the parcel(s) are so unusual that complying with the requirements of the County’s Flood Protection Ordinance (i.e. elevating or floodproofing the structure(s)) would create an exceptional hardship to the applicant or the surrounding property owners. Applicant may wish to refer to FEMA Technical Bulletin 7-93 and the definition of “hardship” in the County’s Flood Protection Ordinance for guidance in addressing this requirement. Also, indicate if this variance will be for wet floodproofing of an agricultural building that would be used exclusively in connection with production, harvesting, storage, drying or raising of agricultural commodities.

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2. Indicate whether the variance is for new construction, substantial improvement, or other proposed new development, and include lot size. Please note that as the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.

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3. Indicate whether the variance is for the repair or rehabilitation of a “historic structure(s)” meeting the definition in Section 8-4.201 of the Flood Protection Ordinance. If so, please verify that the proposed repair or rehabilitation will not preclude the structure’s continued designation as a historic structure and the variance would be the minimum necessary to preserve the historic character and design of the structure.

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4. Variances will only be issued upon a determination that the variance is the “minimum necessary” action, considering the flood hazard, to afford relief. “Minimum necessary” means to afford relief with a minimum of deviation from the requirements of the Flood Protection Ordinance. Please explain why the granting of a variance for your project would constitute the “minimum necessary” action.

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