

Sierra County Planning Department
P.O. Box 530 / 101 Courthouse Square Downieville,
CA 95936
Phone: (530) 289-3251
Fax: (530) 289-2828
E-mail: planning@sierracounty.ca.gov



ADMINISTRATIVE VARIANCE APPLICATION

[ref. Sierra County Code §15.24]

To apply for an Administrative Variance, please write a letter or e-mail addressed to Planning Director Brandon Pangman that includes:

1. A request for an exception to the applicable Code provision (include citation of relevant Code section).
2. Clear summary of the requested variance (e.g., '*reduction in side yard setback from 15 ft. to 12 ft. measured from property line to closest roof eave of attached garage.*')
3. Identification of parcel in question (situs address and/or Assessor's Parcel Number [APN]); also include approximate size of legal parcel, in acres.
4. Evidence or explanation that 'there are special circumstances or conditions applying to the subject property which make strict compliance with the Code requirements infeasible causing a hardship or abridgement of property rights of the owner.'
5. Evidence or explanation that 'the granting of the variance will not result in material damage or adversely affect other properties in the vicinity nor be detrimental to the public health, safety and general welfare.'
6. Include a statement of your intent to proceed timely with actual construction (within nine (9) months of this request). Provide estimated timeline of the following: Building permit application submittal; commencement of actual construction; estimated completion of construction.
7. Attach a detailed site plan showing the locations of all existing and proposed buildings and other improvements on the premises and within 50' of the property boundary. *Clearly show on the site plan the proposed setback or other feature that is the subject of the requested variance, as well as the physical feature/s that impede strict conformance with the applicable Code provisions.*

Written requests may be mailed or e-mailed to the above address. Please indicate the best way to respond to your request in writing (mail or e-mail address).