



PROPERTY LINE SETBACK VARIANCE REQUEST GUIDE

This guide is provided to help expedite the processing of your variance request. Please read this carefully to ensure that you submit all of the information needed to process your variance.

The following is required to be submitted to complete the Variance Application:

- A completed "Septic Variance Application" form. Be certain to sign the form and include a clear, concise explanation of what you are requesting and why the variance is necessary.**
- A completed and signed "Agreement to Pay" form and the applicable fee payment.**
- Supporting information necessary to substantiate and support the variance request:**
 - 1) Where a setback reduction is proposed to an adjoining property that is served by an approved public water supply, the following information is required. *(Be certain to indicate on the site plan that the adjoining parcel is served by public water.)*
 - Site Evaluation Report prepared by a soil consultant following an on-site soil test indicating limited area is available.
 - A current copy of a title report for your property.
 - Two (2) complete scaled site plans as are required for a sewage disposal system permit application. If the variance request is submitted in conjunction with the sewage disposal permit application, the same site plans may be used. In some cases, a sewage disposal permit application will be necessary to review a variance request. Make certain that all wells and springs on the adjoining parcel(s) are identified on the plans.
 - A letter from a licensed land surveyor, or a registered civil engineer licensed to practice land surveying, certifying that review of the title report and observation of the property reveal no conflicting easements or other physical impediments to granting the property-line set-back reduction request.
 - The site plan must also show any easements identified in the title report. Easements noted in the title report, as "not defined of record" must be further investigated and either identified on the site plan, or addressed in the land surveyor's letter. It may be necessary to research this at the County Recorder's Office. Your land surveyor or engineer can assist you.

- 2) If the setback reduction is requested to property that has a developed well or spring for water supply, the following information is also needed:
- The records at the Environmental Health Department must show that an adequate quantity of water is provided for the affected property, **or**
 - Provide a letter from the adjoining property owner stating that they have an adequate quantity of water, **or**
 - The Environmental Health Department will attempt to contact the adjacent property owner to determine that an adequate quantity of water is provided.
- 3) Where a setback reduction is requested to a property that does not have a developed private water supply (and public water is unavailable), the following may also be required:
- A notarized letter from the adjoining property owner. The letter must indicate that adjoining property owner understands they will not be permitted drill a well within 100 feet of your sewage disposal system

When all of the needed information has been submitted and the fee paid, the request will be reviewed by staff that will make written recommendations for approval or denial. The recommendations will then be reviewed by the Director of the department (or his/her designee). You will be notified in writing of the decision on the variance.

Setback reductions to public lands (U S Forest Service, BLM, etc.) are considered on a case-by-case basis.

Please note that variances are billed at the department's hourly rate. You will be invoiced for time spent on the variance in excess of the fee deposit.

The staff reviewing your request is your contact person and should be called with any questions. You can also leave a message with Environmental Health Department at the email or phone number listed at top of page and your inquiry will be returned as soon as possible.

It is our sincere hope that this check-sheet will assist you in expediting your variance request. While we endeavor to process the variance requests as quickly as possible, you should allow *15 working days* for review of the request, and a decision. Please consider this timeframe as you plan your project.