

DECISION MATRIX TO DETERMINE PUBLIC WORKS INTEREST VARIANCES AND SECOND UNITS

PROJECT NO _____ PLANNER: _____

For determining Public Works Department interest for review of variances permits and second units. All types of large or complicated projects that are not categorically exempt, such as major and minor subdivisions, development plans, land use permits, etc., will be routed to Public Works for review. Public Works does not need to review Home Occupation permits, tree permits, or heritage tree permits. Any questions below that are answered yes, will require Public Works review.

1. Information Provided by Applicant/owner

- a. Are the proposed improvements within 50 feet of the top bank of a creek or drainage swale that flows year round or intermittently, even if the creek or swale is located on a neighbor's parcel?
Yes ____ No ____
If yes, the applicant may be required to observe creek structure setback requirements and/or provide a soils or geotechnical report on the proposed design of the structure foundation to the Building Inspection Department.
- b. Does the Project propose to change or alter access to the street? Yes ____ No ____
- c. Does the project propose to construct improvements within the street (front yard) setback?
Yes ____ No ____
- d. Are there any existing drainage easements/pipes, inlets, manholes, concrete ditches or other improved drainage facilities within 10 feet of the proposed improvements? Yes ____ No ____
- e. If the proposed improvement includes a garage, does the front of the garage face the street and is it (garage door) closer than 20 feet from the back of sidewalk, or 25 feet from the back of the curb or edge of the pavement? Yes ____ No ____
- f. Will the project result in any work within a public road right-of-way, a natural watercourse or drainage easement? Yes ____ No ____

2. Information provided by Community Development Department

- a. Does the property have frontage on any road shown on the County Roadway Network Plan?
Yes ____ No ____
If yes, the applicant may have to dedicate right of way and construct frontage improvements, as required by Code Section 1006-2.402
- b. Is this project located within a Special Flood Hazard Area (SFHA)? Yes ____ No ____
- c. Is there less than a two-car garage, with parking for at least two more cars off the street for each unit? Yes ____ No ____

3. Certification

I certify, to the best of my knowledge, that the information stated in Section 1 above about my property is true and correct, and I have read and understand the information in Section 2.

Signed: _____ Date: _____

Applicant / Owner