



Applicant's Checklist - Variance

P1.3

The following checklist is the minimum that is required for a Variance application. All Variances must comply with all requirements within the Land Use Ordinance CCC.18.10.340 and RCW 36.70. The burden of proof for a Variance application lies with the applicant.. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including developer and property owner if different.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • All the adjacent property in which the property owner has an interest. • Copies of restrictions, easements, covenants and/or agreements, which are existing or proposed for the proposed property. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps. 	<input type="radio"/>
<input type="radio"/>	List of property addresses and owners within 300 feet of the proposed site. If the owner of the proposed property owns other real property contiguous to the project site, the list shall include the names and addresses of real property owners located within 300 feet of the contiguous ownership of the applicant.	<input type="radio"/>

Applicant Check	Site Plan	Staff Check
<input type="radio"/>	20 copies of a reproducible size 8"x11" to 11"x17" max.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer and property owner.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed site.	<input type="radio"/>
<input type="radio"/>	Proposed project: <ul style="list-style-type: none"> • Dimensions and location of the proposed site; • Location and dimensions of proposed building; • Location and dimensions of proposed parking; • Identify the points of ingress and egress to the public roadway; • Location and dimensions of landscaped areas; • Location of proposed lighting; • Setbacks of proposed structure to property lines, other structures, and centerline of all abutting roadways; • Location, width and names of all public and pedestrian ways within or abutting the proposed site, open spaces, structures, uses of each structure, parking areas, fencing, and walkways; • Location and setbacks of wells, drainfields or public utilities, if applicable. 	<input type="radio"/>

- If requesting a setback variance from centerline of road and/or property lines, include the dimensions illustrating the reduction of proposed setback of structure to property lines and/or roadway easement and/or centerline of roadway. ○
- Show physical features of site: ○
 1. The location of permanent and topographic features, which will have an impact upon the variance.
 2. Topographic contours maybe required depending on use and site features.
 3. Hydrology, surface drainage, streams or water bodies, and wetlands.
 4. Critical areas as known.
 5. Existing deciduous and evergreen trees.

Applicant Check	Written Narrative, Supporting Documents & Studies	Staff Check
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- A written statement explaining the need for the variance, including: ○
 1. Special circumstances applicable to the subject property including size, shape, topography, surroundings or location, that the strict application of this chapter would be to deprive subject property of rights and privileges enjoyed by other property in the vicinity and under the initial land use district.
 2. The granting of the variance will not be materially detrimental to the public health or injurious to property or improvements thereon.
 3. The granting of the variance will not materially compromise the goals and policies of the Comprehensive Plan or the Land Use Development Code.
 4. Reasons why you believe the variance should be approved (inconvenience and economic reasons are not allowed to be considered).
- Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, etc. ○
- Copies of related permit applications or approvals – i.e. NPDES or HPA. ○