



DEPARTMENT OF COMMUNITY DEVELOPMENT

Variance Application and General Information

In order to grant a variance from the standards of the Zoning Code, the City of Port Angeles Board of Adjustment must come to specific conclusions in accordance with Section 2.52.040 of the Port Angeles Municipal Code. Each of the following conclusions listed below must be made and supported by facts stated as findings:

1. *That such variance is necessary, because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and zone in which the subject property is located.*

2. *The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located.*

3. *That the granting of such variance shall not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.*

Please keep these criteria in mind when completing the attached application form as a guideline to determining whether you wish to submit the application form. The criteria may also be used to enable you to focus your application on the three points which will aid staff in analysis of the proposal. Please **DO NOT HESITATE** to contact the Planning staff in the event you have any questions.

Decisions and orders of the Board of Adjustment are final per Section 2.52 of the Port Angeles Municipal Code. An adverse party must file a petition for judicial review to Superior Court.

APPLICATION FEE

Total: \$300



FOR OFFICE USE ONLY

Date Rec'd: _____

File Number: _____

Received by: _____

*****IMPORTANT *** PLEASE READ *****

Only completed applications will be accepted. To be considered complete, an application must include all of the following information:

- A completed application signed by the applicant and the property owner (if different than the applicant).
- A vicinity map showing the site in relation to surrounding uses and cross streets.
- A site plan drawn to a logical scale (1"=20' is good) with complete dimensions showing all property lines, existing and proposed structures, setbacks, and any significant vegetation. The site plan must be on 8 1/2" x 11" paper and prepared with a permanent marking instrument such as a black ballpoint or flair pen. (Pencil or colored pen ***will not do!***)
- A building elevation identifying the proposed construction by cross hatching.
- Mailing labels (legibly typed or printed) containing the names and addresses of property owners within 300' of the proposed site. **A list of the property owners may be obtained from the County Assessor's Office.**
- Supporting narrative information that you feel is needed.
- \$225 Application fee.

It is important to be ***accurate*** and ***complete*** with the information regarding all aspects of your project. The Board of Adjustment's decision will be based on the information contained in this application, and, if approved, will be limited to the proposal as presented and potentially conditioned. ***Changes to the application or erroneous information may result in the delay of your project review.***

Don't hesitate to ask if you have any questions regarding the permit process, time periods, or restrictions of certain applications. Planning Department personnel may be reached at 417-4750 between the hours of 8 a.m. and 5 p.m. Monday through Friday.

APPLICANT INFORMATION:

Applicant: _____ **Address:** _____

Daytime phone #: _____

*Representative if other than applicant: _____ Daytime phone # _____

Address: _____

Property owner (if other than applicant): _____

Address: _____ Daytime phone #: _____

SITE INFORMATION:

Street address: _____

Legal description: _____

Zoning designation: _____ Property dimensions: _____

Property area (total square feet): _____

Physical characteristics and current improvements (i.e., flat, sloped, developed, vacant, etc. _____

VARIANCE INFORMATION:

What standard are you requesting a variance from? State the variance you are requesting:

_____ Lot Coverage _____ Setback (state front, side, rear) _____ Height

_____ Other (explain) _____

State the unusual property characteristics (i.e., slope, bluff, ravine, dense vegetation, other) that exist on your property that prevent you from observing the standard development regulations: _____

_____ on for a variance (attach additional pages if necessary): _____

SIGNATURE: *I certify that all of the above statements are true and complete to the best of my knowledge and acknowledge that wilful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be scheduled for the next available Board of Adjustment meeting.*

Signature _____ Date _____

Owner (if other than applicant): *I am the owner of the subject property identified herein and approve of this application.*

Signature _____ Date _____