



# MINOR DEVIATION APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | [www.cityofpa.us](http://www.cityofpa.us) | [ced@cityofpa.us](mailto:ced@cityofpa.us)

file no. \_\_\_\_\_

A **minor deviation** from zoning requirements that is not greater than a 10% deviation from requirements may be granted by the Director of Community and Economic Development in accordance with the provisions detailed in Section 17.94.180 of the City's Municipal Code.

## MINOR DEVIATIONS CRITERIA

A minor deviation may be granted if all of the following findings are made:

1. The granting of the minor deviation is consistent with the purpose of the zone in which the property is located and the project is otherwise consistent with the requirements of said zone.
2. Because of special circumstance, the strict application of the zoning ordinance results in an undue hardship upon the applicant.
3. The minor deviation will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity and zone in which the subject property is located; and
4. The minor deviation is not greater than ten percent of the requirement being deviated from.
5. The site has been posted and adjacent property owners notified 15 days prior to approval of the minor deviation.

Please describe in detail the ways in which your minor deviation will meet these criteria in your project narrative.

## REQUIRED APPLICATION MATERIALS CHECKLIST

Only completed applications will be accepted. An application must include all of the following information:

*Please check the each box to identify that is included in your application package:*

- MNR Application:** A completed application signed by the applicant or applicant's representative
- Project Narrative:** A detailed explanation of the minor deviation requested, project goals and how the proposed minor deviation meets the five findings above
- A Site Plan (x2):** Accurate drawing complete with all property lines, existing and proposed structures, parking plan (if applicable), required setbacks, and significant vegetation (Scale: 1" = 20')
- Digital Copy of Site Plan:** Provide a digital copy via email or portable storage device

## APPEALS

Any applications that are not granted a minor deviation by the Director of Community and Economic Development pursuant to this section must obtain a variance through the City's normal variance procedure as set forth in Chapter 2.52 PAMC.

Please reference Port Angeles Municipal Code Section 17.96.080 for more information on variances.



# MINOR DEVIATION APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ (Property Owner:  Yes  No)

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Representative (If other than applicant): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

## SUBJECT PROPERTY

Full Street Address: \_\_\_\_\_

Full Legal Description: \_\_\_\_\_

Property ID / Parcel #: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ ( Same as Applicant)

Property Owner Address: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_

Total Area: \_\_\_\_\_ (sq. ft.) Percent Site Coverage: \_\_\_\_\_ Percent Lot Coverage: \_\_\_\_\_

**Site Coverage:** The amount of impervious surface on a parcel, including structures, paved driveways, sidewalks, patios, and other impervious surfaces. (PAMC 17.08.095[H])

**Lot Coverage:** The percent of ground area of a lot on which buildings are located. (PAMC 17.08.065[N])

Physical Characteristics: \_\_\_\_\_  
(i.e. flat, sloped, developed, etc.)

Structures Description: \_\_\_\_\_  
(i.e. # of buildings, use, size, etc.)

Project Summary:  
(1-2 Sentences)

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature ( Owner  Representative) \_\_\_\_\_

Notes:	
Fees: \$0	DATE STAMP