



Updated 9.10.09

ADMINISTRATIVE VARIANCE PROCESS

PROCEDURES FOR AN ADMINISTRATIVE VARIANCE REVIEW:

This packet provides the information and forms necessary to request an Administrative Variance of **not** more than 25 percent to any numerical standard contained in the zoning code, **except lot area and density**.

DEFINITION:

The definition of variance indicates that it means a minimal relaxation or modification of the strict terms of the height, setback, yard buffer, landscape strip, parking and loading regulations as applied to specific property when, because of particular physical surroundings, shape or topographical condition of the property, compliance would result in a particular hardship or practical difficulty upon the owner, as distinguished from a mere inconvenience or a desire to make a profit (WMC 18.06.1280 - Variance).

PURPOSE:

The purpose of this chapter is to provide for differing levels of relief from some of the numerical standards provided for in the zoning code, such as lot width, depth, area, coverage and setback requirements when they create a hardship that is not borne by other parcels under the same circumstances.

Administrative Variance. An administrative variance may provide relief from up to 25 percent of any numerical value contained in this code, except lot size and density, subject to the following applicable thresholds:

1. Front, Side and Rear Yard Setback. Front, side and rear yards may be reduced by a maximum of five feet or 25 percent, whichever is less.
2. Height. Height may be exceeded by a maximum of five feet or 25 percent, whichever is less.
3. Lot Coverage. Lot coverage may be exceeded by 500 square feet or 25 percent, whichever is less.

PROCEDURES:

Following are the application steps, procedures and timelines for processing an application for an Administrative Variance.

Upon receipt of an application, the Community Development Department will:

1. Within twenty eight (28) calendar days of submittal, the director shall determine if the application is **technically complete** and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is requirement to make it technically complete.

2. Within fourteen (14) calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what additional information is required to make it technically complete. When the director finds that an application is technically complete, the director shall note the date on the application form.
3. Except for an application subject to Type I review, within twenty eight (28) calendar days after the director finds an application is technically complete, the director shall provide notice of the application. The contents of the notice of application shall be consistent with Section 18.94.080.

Criteria.

Administrative Variance. The community development director may approve an administrative variance(s) if, based on substantial evidence in the record, the applicant has sustained the burden of proving the variance(s) complies with all of the following:

1. Granting the variance(s) will not substantially detract from the livability or appearance of a residential area or from the desired character of a nonresidential area, or the variance(s) will substantially enhance the livability or appearance of a residential area or the desired character of a nonresidential area, such as by preserving or protecting significant natural, scenic, historic, cultural, open space or energy resources; and
2. If variances to more than one (1) regulation are being requested, the cumulative effect of the variances shall be consistent with the purpose of the zone in which the site is situated; and
3. Adverse impacts resulting from the variance(s) are mitigated to the extent practical; and
4. The variance(s) does not substantially impair or impede the availability or safety of access that would otherwise exist for vehicles or for pedestrians or alternative access is provided.
5. The need for the variance is not the result of a self-imposed hardship.
6. The granting of a variance is based upon functional considerations rather than an economic hardship.

VARIANCE FEE SCHEDULE

The following fees are required for submittal of a variance application. These fees are to be paid at the time of application. (see attached sheet)

Questions regarding any of the above may be direct to the Community Development Department, 1701 "C" Street, Washougal, WA 98671 (360) 835-8501.

**CITY OF WASHOUGAL
ADMINISTRATIVE VARIANCE APPLICATION**

BRIEF DESCRIPTION OF VARIANCE REQUEST: _____

APPLICANT:

Name Phone

Address

City State Zip

Note: If signed by an authorized representative, a letter of authorization, signed by the property owner shall accompany the application.

PROPERTY OWNER (list multiple owners separately)

Name Phone

Address

City State Zip

CONTACT PERSON (list if not same as APPLICANT) – FAX #for contact: _____

Name Phone

Address

City State Zip

LOCATION OF PROJECT:

Site Address _____ Cross Street _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ Zoning: _____

Overlay Zone(s): _____ 1/4 of Sec: _____ Township: _____ Range: _____

Total Acreage of Original parcel(s): _____

What type of variance are you requesting? (check all that apply)

- Front Yard Setback Rear Yard Setback Height
- Side Yard Setback Lot Coverage

Checklist

Explain of how your variance will not adversely affect the use and enjoyment of adjacent properties: _____

Explain how your variance is relieving an undue hardship or practical difficulty: _____

Explain how the need for a variance is not a result of a self imposed hardship: _____

Site plan to a minimum scale of 1"=200' either on a separate sheet of paper or on the reverse side of this sheet. Include the following detail, as appropriate to the request:

- Identify north,
- The dimensions and orientation of the parcel,
- Location of existing and proposed buildings and structures and the distance they are located from the property line,
- Location of streets, curb cuts or driveway access, and
- Location of any walls, fences or easements and identify the distance they are located property line.

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

Authorized Signature (Letter of authorization required if other than property owner) Date

SUBMIT THIS APPLICATION TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT CITY HALL, 1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.

Chapter 3.90
Planning and Development Application Fees

Sections:

3.90.010 Planning and Development Application Fees

ADMINISTRATION FEES

Copies

| | |
|--|---------|
| ○ Comprehensive Plan | \$40.00 |
| ○ Copy Charges (8.5" x 11) | \$0.15 |
| ○ Copy Charges (24 x 36) | \$6.00 |
| ○ Zoning Ordinance | \$17.00 |
| ○ Chapter 16 – Critical Areas Ordinance | \$3.75 |
| ○ Chapter 17 – Land Division | \$4.50 |
| ○ Maps (color 8 ½ x 11 or 11 x 17) | \$6.00 |
| ○ Zoning Map (large) | \$25.00 |
| ○ Engineering Standards w/ Details | \$29.00 |
| ○ Engineering Standards only | \$16.50 |
| ○ Engineering Details only | \$12.50 |
| ○ Developer's Packet | \$36.50 |
| Contains Zoning Ordinance, Critical Areas Ordinance, Land Division, Engineering Standards and Detailed Drawings | |

APPLICATION FEES

Annexations

| | |
|----------------------------|---------------|
| ○ Major (over 10 acres) | \$500+50/acre |
| ○ Minor (10 acres or less) | \$100.00 |

Appeal

\$1,050

Boundary Line Adjustment

\$85

Conditional Use Permit

| | |
|---------|---------|
| ○ Major | \$1,740 |
| ○ Minor | \$900 |

Continuance of Hearing

½ original fee

Critical Area Review

\$650

Critical Area Review if outside review required

Actual Cost +10%

Design Review

| | |
|-------------------------|---------|
| ○ Administrative Review | \$336 |
| ○ Committee Review | \$1,673 |

Development Agreement

\$745 1st hearing +
\$280 each additional
hearing

Duplicate Building Permit

\$25.00

Extension Preliminary Plat

\$160.00

Final Plat

| | |
|----------------------|----------|
| ○ Short Plat | \$210.00 |
| ○ Subdivision | \$997.00 |
| ○ Subsequent Reviews | 0 |

Home Occupation

\$80.00

Legal Lot Determination

\$80.00

Application Fees Continued
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| | |
|---|--|
| Master Plan | \$2,625 + 53/acre |
| Planned Unit Development | |
| o Residential | \$53/unit-lot + subdivision fee |
| o Non residential | \$110/acre + Subdivision fee |
| Post Decision Review | \$160.00 |
| Plan Amendment & Rezone | \$3,675.00 |
| Plat Alteration | \$1,050.00 |
| Preapplication Conference | |
| o General | \$290.00 |
| o Subdivision | \$725.00 |
| Reconsideration | 1/2 application fee |
| Renoticing | \$54 + \$1/notice |
| SEPA | |
| o Environmental Checklist | \$685 |
| o EIS | Cost Recovery |
| Sign – Planning Review | \$80 |
| Rebuild Letter | \$25.00 |
| Shoreline Permit | |
| o Stand Alone | \$1,050.00 |
| o In conjunction with parent permit | \$735.00 |
| Short Plat | \$1,615.00/lot |
| Site Plan Review | |
| o Type I Residential | \$160.00 |
| o Type II Residential | \$953.00 + \$25/unit |
| o Type I Nonresidential | \$160.00 |
| o Type II Nonresidential | \$2,200 + \$50/1,000 sq ft gfa |
| o Mixed residential/nonresidential | \$3,075 + \$20/res unit + \$50/1,000 sq. nonresidential gfa |
| o Binding Site Plan (commercial/industrial) | \$2,200 + \$50/1,000 sq. ft Nonresidential gfa + subdivision fee |
| Subdivision | \$6,055 + \$210/lot |
| Temporary Use | \$105.00 |
| Variances | |
| o Administrative | \$588.00 |
| o Full Variance | \$1,575.00 |
| o In conjunction with parent permit | \$800.00 |
| Wetland Permit | \$650.00 |

gfa – means gross floor area
sq. ft. – means square feet