

FULL VARIANCE PROCESS

18.80

PROCEDURES FOR BOARD OF ADJUSTMENT VARIANCE REVIEW:

This packet provides the information and forms necessary to request a variance of more than 25 percent to any numerical standard contained in the zoning code, except lot area and density.

VARIANCE PROCESS

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

Upon receipt of an application, the Planning and Development Director will:

Technically Complete

- 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 required to make it technically complete.
- 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 information is required to make it technically complete.

Notice of Application Routing for Comments

- Within fourteen (14) calendar days after the director finds an application is technically complete, the director shall schedule the proposal for public hearing before the hearing examiner and issue the Notice of Application consistent with WMC 18.94.080. The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date.

Environmental Review (SEPA)

- Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act. **The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice application.**

Hearing Notice

- Publication at least ten (10) calendar days before the date of an initial public meeting, hearing or pending action in the official newspaper of the city; and

- At least ten (10) calendar days before the date of an initial public meeting, hearing, or pending action, mailing of written notice to all property owners as shown on the records of the county assessor within 500 feet, not including street right of way, of the boundaries of the property which is the subject of the meeting or pending action, and to the applicant, property owner and engineer/consultant;
- Posting at least ten (10) calendar days before the initial meeting, hearing, or pending action, three or more notices, as determined necessary by the director, on the subject property, one in the library and one notice in City Hall.

Staff Report

- At least seven (7) calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report.

Final Notice and Order

- Within five (5) calendar days after the director receives a written final order from the hearings examiner, the director shall mail to the applicant and parties of record a copy of the order.
 - a. In the case of a final order by the examiner, the director also shall summarize how the order can be appealed to superior court consistent with section 18.94.140.B.

VARIANCE APPLICATION REQUIREMENTS

The following is a checklist of the required information for submitting a VARIANCE application. Applications will not be processed until **ALL** of the following information is submitted and determined technically complete.

1. APPLICATION FORM completed and signed by owner(s) of record, or their authorized representative. If the person signing is not the owner(s) of record, the application must be accompanied by a letter of authorization signed by the owner(s) of record.
2. One (1) copy of the PRE-APPLICATION CONFERENCE SUMMARY, if completed, and a description of information submitted in response to any issues, comments, and concerns in the summary.
3. Eight (8) copies of PRELIMINARY SITE PLAN - drawn to a minimum scale of 1" = 200' on a sheet no larger than 24" x 36" (one copy is acceptable if 8 ½ x 11 inches if to scale). If submitting large-scale drawings, please submit one (1) reduced copy as well. Full size plan sets (larger than 8 ½ x 11) shall be submitted folded and collated so as to approximate an 8 ½ x 11 sheet.

Please include the following detail, as appropriate to the request:

- a. Dimensions and orientation of the parcel.
- b. Locations of existing and proposed buildings and structures.
- c. Location and layout of off-street parking and loading areas.
- d. Curb cuts or driveway access and internal traffic circulation,

- e. Location of walls and fences, natural buffers and landscape strips.
 - f. General location and configuration of open space areas.
 - g. Grading and slope conditions, which may affect drainage or construction.
4. Proof of ownership, or authority to act on behalf of owner.
 5. The following information, as necessary to demonstrate the criteria for a variance are being met:
 - a. One (1) copy of the U.S. Soil Conservation Service SOIL SURVEY with the site identified, or other more site-specific information.
 - b. Indication of potable water supply and sewage disposal system. If individual septic systems are proposed, one (1) copy of an APPROVED SEPTIC SYSTEM FEASIBILITY APPLICATION for each proposed lot (not including existing residence(s) if applicable). *Contact Southwest Washington Health District, P.O. Box 1870, 2000 Fort Vancouver Way, Vancouver, Washington 98668, phone (360) 695-9215. For existing systems, provide copy of original approval if possible (if applicable).*
 - c. CONTOUR MAP. Site must be identified. *(Topography maps are available from the Department of Assessment and GIS, located in the basement of the Clark County courthouse. Engineered contours will be accepted if signed by a licensed engineer or surveyor.)*
 6. One (1) full size copy of the ASSESSOR'S QUARTER SECTION MAP(s) with the site identified and all other property owned by the applicant within 1,000 feet of the proposed land division. *(available from the Department of Assessment and GIS).*
 7. One (1) copy of a ROAD MAP with the site identified *(available from the Department of Assessment and GIS).*
 8. THE CURRENT LIST OF NAMES AND ADDRESSES of all property owners within 500 feet of the boundary of the subject property, as shown upon the Clark County Assessor's Records. The list shall be dated and certified as being a complete list of abutting owners **by the Assessor's Office, Surveyor, or Title Company**. For purposes of notification, abutting shall include parcels within 500 feet across a right-of-way or easement from the property that is the subject to the application. You must also provide this list TYPED ON SELF-ADHESIVE LABELS (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the application.
 9. Existing and proposed COVENANTS OR RESTRICTIONS AND EASEMENTS that apply to the property *(available from a Title Company).*
 10. A map showing the existing ZONING of all adjacent properties. *(This may be written on the assessor's quarter section map.)*

11. Provide a WRITTEN NARRATIVE and attached EXHIBITS, which demonstrate that the proposed use complies with the following criteria or will meet the criteria by complying with suggested conditions of approval proposed by the applicant:
- a. There are unusual, exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other property in the same vicinity or district, and such conditions are not the result of the owner's or occupant's own actions. Such conditions may include topography, unique natural conditions, surroundings of the subject property, and size or peculiar shape of the lot.
 - b. As a result of such unusual circumstance or conditions, there is an unnecessary hardship or practical difficulties that render it difficult to carry out the provisions of this Title.
 - c. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which property is located, and the variance will be in harmony with the general purposes and intent of this Title.
 - d. The variance approved is the minimum variance that will make possible the legal use of the land, building or structure.
 - e. The variance does not permit a use of land, building or structure, which is not permitted by right in the district involved.

Note: An approved variance shall become void after one (1) year from the date of approval if no substantial construction has taken place in accordance with the plans for which such variance was authorized.

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.

Application fee of \$1,575.00 or \$800.00 if in conjunction with parent application \$ _____

SEPA fee of \$420.00 (if applicable): \$ _____

TOTAL: \$ _____

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

**CITY OF WASHOUGAL
TYPE 1 SITE PLAN REVIEW APPLICATION**

DESCRIPTION OR PROPOSAL: _____

APPLICANT:

Name Phone

Address

City State Zip

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): _____

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 fi other than property owner) Date

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