

VARIANCE

Information

This form provides information and an explanation of the procedures of a Variance. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

A VARIANCE is approval to deviate from normal development standards such as setbacks, height limits, parking, or other requirements of Title 19. Variances cannot be requested for a change in density or a change in land use, such as a change from residential to commercial. Variances may be approved, approved with conditions, or denied.

MINOR VARIANCE: The Minor Variance is a request for relief from a requirement that is within 25% of the original requirement. The application is reviewed by the Planning Division staff and **does not require a public hearing**.

MAJOR VARIANCE: The Major Variance is required when the relief requested exceeds 25% of the requirement. A **public hearing is required** and the Hearings Examiner makes the decision.

Application Submittal and Review

Please fill out the application completely and submit all documents required on the ***Application Checklist***.

Prior to official submittal and payment of applicable fees, the applicant may submit the proposal to the Development Services Department for preliminary review.

After formal submittal, the initial review will be the *"Determination of Completeness."* If the documentation received is not sufficient, you will receive a *"Notice of Incomplete Application"* stating what materials or information must be submitted to continue the review of your project. Both Major and Minor Variance applications are then routed to various City departments for review and comment. A *"Notice of Application"* is sent to property owners within a 300' but not less than 2 parcels deep radius. There is a two-week public comment period indicated on this notice. After the comment period, the project Planner will prepare a recommendation based on the adopted Variance criteria and the Zoning Code.

For a Minor Variance, the Development Services Director will make a final determination based on the staff recommendation. The decision is final unless appealed to the Hearings Examiner within fourteen (14) days of decision.

A Major Variance requires a public hearing, and allows the applicant, proponents, or opponents an opportunity to speak. The Hearings Examiner will consider all information and issue a decision in approximately fifteen (15) days. The decision of the Hearings Examiner is final unless an appeal is submitted to the Pierce County Superior Court within twenty-one (21) days of decision.

VARIANCE Checklist

This is a checklist of materials required for a Variance. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

The Variance drawings shall include:

The size of the plans is at the discretion of the applicant; however, the scale must be accurate and the content legible. Site plan shall include:

- Lot size and dimensions
- Property lines
- Names of adjacent roads
- Setbacks and yard dimensions
- Location and dimensions of **proposed** and **existing** structures (including accessory structures)
- Location and dimensions of **proposed** and **existing** roadways, driveways, and parking areas
- Location, dimensions and nature of any proposed easements or dedications for utilities and access
- For multiple-family residential, location and dimensions of common open space and/or recreation requirements
- For commercial and industrial uses, gross area by use and parking calculations

Optional

- Perspective drawings, photographs, color renderings or other graphics which may be needed to adequately evaluate the application

Public Notice:

A Public Notice Sign must be posted on the site. Applicant will be notified when to request the public notice sign from the Planning and Development Services Department and the required posting time.

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

<u>MINOR</u> VARIANCE # OF SETS REQUIRED	<u>MAJOR</u> VARIANCE # OF SETS REQUIRED	DESCRIPTION
1	1	Variance Application
1	1	Variance Drawings
1	1	Vicinity Map identifying proposed subdivision, including the nearest cross streets and a North arrow

VARIANCE Application



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

Please type or print clearly. Incomplete information may delay the project approval.

APPLICANT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
PROPERTY OWNER:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
AGENT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

PROJECT NAME & TYPE:				
Project Address:		Parcel Number(s):		
Zoning:	Current Use:			
Area/Acreage:	Township:	Range:	Section:	Quarter Section:
Has this project been reviewed at a Technical Review Committee (TRC) Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No				
VARIANCE TYPE: <input type="checkbox"/> Minor (less than 25% increase of allowable) <input type="checkbox"/> Major (greater than 25% increase of allowable)				

Before a Variance can be granted, certain criteria must be met. Please answer the following questions, in detail, so the department can understand the nature of your request. Attach additional sheets, if necessary.

PROVIDE A <i>DETAILED</i> DESCRIPTION OF THE PROPOSAL AND WHAT REQUIREMENTS YOU ARE SEEKING RELIEF FROM. (MAY BE ATTACHED)

What are the special circumstances that apply to your property, which makes it different from other lots in your neighborhood? (Special circumstances include size, shape, topography, location, sensitive or critical areas, etc.)

Explain why this Variance will not be detrimental to the general public or to your neighbors. (Consider invasion of privacy, fire safety, future road or utility expansion, and impacts of the character of the neighborhood.)

Explain why your proposal cannot meet minimum development requirements without a Variance. Have you exhausted all reasonable design options (size, shape, and placement on the lot) in an effort to meet the minimum requirements (setbacks, height, etc.)?

What site-related hardship will result if the Variance is denied? What will your options be for the proposal if this Variance is not granted? Explain how you have or have not been responsible for the situation that would make a Variance necessary.

What conditions might be imposed which would keep your project on the same scale as similar uses in your neighborhood?

Explain how the need for a Variance is not a result of deliberate action of the applicant or property owner:

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent/Other (specify):
Signature:	Date:	