



# VARIANCE 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.

A **variance** is permission for an adjustment or relaxation to the literal requirements of the City's Zoning Regulations for a particular property or structure and/or building on a particular property.

## VARIANCE CRITERIA

The City's Hearing Examiner is authorized to hear and decide on all variance applications. No variance shall be granted by the Hearing Examiner until after a public hearing is adequately noticed and held. The Department of Community and Economic Development must find that the provisions of all other ordinances have been fulfilled.

The Hearing Examiner must find the following criteria to be true:

- a. 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; and
- b. 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; and
- c. 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 describe in detail the ways in which your variance 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:*

- VAR Application:** A completed application signed by the applicant or applicant's representative
- Project Narrative:** A detailed explanation of the variance(s) requested with citations to relevant municipal code sections, project goals, and how the proposal meets the three variance criteria above
- A Vicinity Map:** Showing the relation to surrounding properties, zoning, and land use
- 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')
- Mailing Addresses:** Mailing labels and a list (MS Excel format) of property owners within 300 feet of the proposed site, obtained from the Clallam County Assessor's Office.

## APPEALS

The decision of the Hearing Examiner is the final decision of the City. In those cases the decision of the Hearing Examiner may be appealed to Superior Court. The appeal to Superior Court must be filed within 15 days of the date the Hearing Examiner's decision is issued.

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



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## APPLICANT INFORMATION

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

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

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

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

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

## 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.)

Variance 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:	DATE STAMP
Fees: \$300	