



Variance Permit Application

Community Development Department
 3100 Belmont Blvd. Suite 104, West Richland, WA 99353
 509-967-5902 Fax 509-967-2419 Inspection Line 967-3518

Variance Administrative Variance

Note: Application shall not be accepted unless the applicant has attended a Pre-Application conference or has submitted a Pre-Application conference waiver

PROPERTY OWNER INFORMATION Contact Person

Owner: _____
 Address: _____
 Phone: _____ Email: _____

APPLICANT/CONTRACTOR INFORMATION (if different) Contact Person

Company: _____ UBI# _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____

DESCRIPTION OF REQUESTED VARIANCE

PROPERTY INFORMATION

Legal Description: _____ Parcel # _____
 Current Zoning: _____ Current Land Use Designation: _____

APPLICATION MUST INCLUDE

1. Completed Application.
2. Title Insurance company certificate, issued no more than 30 days prior to application, showing ownership of the property and all lien holders.
3. A site plan, drawn to scale, showing all details of the proposal – include property lines, easements, building locations(s) and dimensions, parking areas, access driveways, landscaping areas, critical area features, fences, signs, storm water control features, existing wells and drainfields, fire hydrants, significant cut or fill areas, etc...
4. Any other information the Community Development Director deems necessary to determine compliance with applicable codes.
5. Pre-Application Conference waiver (if applicable).
6. SEPA Checklist (if applicable).

VARIANCE – Answer as thoroughly as possible if applying for a Variance

Describe the extraordinary conditions or unusual circumstances which exist on your property that would justify deviation from the standard (such as topographic features, parcel size and slope, drainage etc.):

Were the special conditions and/or circumstances caused directly by you (the applicant):

Describe how the literal interpretation of the provisions of this title would deprive you of rights commonly enjoyed by other properties in the same district under the terms of this title:

Explain why granting the variance will not confer on you (the applicant) any special privilege that is otherwise denied by this title to other lands, structures or buildings in the same district:

Provide any other information you would add that supports your request:

ADMINISTRATIVE VARIANCE – Answer as thoroughly as possible if applying for an Administrative Variance

Describe the unusual or special circumstances or conditions that apply to the property and/or to the intended use that do not apply to other properties in the same vicinity or zone. Unusual circumstances may include the size, shape, topography, location or surroundings of the property:

Will the proposal detract from the desired character and nature of the vicinity in which it is proposed?

Describe how the proposal enhances or protects the character of the neighborhood and/or the vicinity, protects natural features, historic sites, open space or other resources:

Will the proposal interphase or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district it occupies?

Will the proposal constitute a threat to the public health, safety and general welfare within the city?

Is the deviation you request the minimum necessary to accomplish the project or is there another reasonable way to accomplish your project that would not require a variance?

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____