



Variance Application

CITY OF PUYALLUP

Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist:

Application is signed and dated

8 Copies of completed application form

8 copies of a location map indicating location of property in relation to adjacent properties and major streets, no larger than 8 1/2" x 11"

8 copies: 8 1/2" X 11" site plan showing boundaries of property, structures, driveway, etc.

Critical Area ID Form

Environmental Checklist (if required): Flood Habitat Assessment, Fish and Wildlife Assessment, Mitigation Plans, Wetlands

Application Fee: **\$770.00**

Please see page 4 for detail information of submittal requirements

Date Received: _____

Staff Initials: _____

Office Use Only:

Submittal Date: ____/____/____ Case No: ____-____-____ Related Case No: ____-

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253)864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets may cause a delay in reviewing your application.

To help you understand City standards and the Variance process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 3-5 days) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, as warranted.

Application Information

Site Information:

Parcel Number: _____

Street Address: _____

Applicant Information:

Name: _____

Address _____

City Bellevue State _____ Zip 98005

Day time Phone _____

Owner Information

Name: _____

Address _____

City Kirkland State _____ Zip 98034

Day time Phone _____

NATURE OF REQUEST (Please Be Specific)

Site Information

Zoning Designation: _____ **Comprehensive Plan Designation:** _____

Setbacks (measured from the property line to the closest vertical wall)

	<u>Proposed/Existing</u>	<u>Required by Zoning</u>
Front Yard:	_____	_____minimum
Rear Yard:	_____	_____minimum
Side Yard (interior):	_____	_____minimum
Side Yard (interior):	_____	_____minimum
Side Yard (street):	_____	_____minimum
Side Yard (arterial street)	_____	_____minimum
From Adjacent Residential Use	_____	_____minimum
Building Height:	_____	_____maximum
Lot Coverage:	_____	_____maximum
Lot Width:	_____	_____minimum
Lot Length:	_____	_____minimum
Lot Size (Square Feet):	_____	_____minimum
Number of Parking Stalls:	_____	_____minimum

CRITERIA

The following criteria must be met in order for the Hearing Examiner to approve your variance request. There are explanations for each criteria below. **Please respond FULLY as to how your request meets each of these criteria.** "Yes" or "No" answers are not acceptable.

- 6.1. The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and/or contiguous zone in which the property is located. For purposes of this sub-section, vicinity shall be defined to only include a radius of 1,000 feet or be within the boundaries of an established subdivision when the variance request pertains to a single-family residential use.

6.2. That the granting of such variance will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not adversely affect the established character of the surrounding neighborhood within a radius of 1,000 feet, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located.

(I.E. TO ALLOW THIS FINDING TO BE MADE, YOU NEED TO DEMONSTRATE THAT YOUR PROPOSED ADJUSTMENT WILL NOT BE UNFAVORABLE TO THE SURROUNDING PROPERTIES AND NEIGHBORHOOD.)



6.3. That such variance is necessary, because of special circumstances relating to the size, shape, topography, unusual natural features, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity within a radius of 1,000 feet and/or in the zone in which the subject property is located. Such circumstances shall not be the result of some action caused by the applicant and/or previous property owners.

(I.E. TO ALLOW THIS FINDING TO BE MADE, YOU NEED TO DEMONSTRATE THAT YOUR PROPOSED ADJUSTMENT IS NECESSARY BECAUSE OF SPECIAL CIRCUMSTANCES ON THE PROPERTY AND THE HARDSHIP IS NOT CAUSED BY THE APPLICANT AND/OR PREVIOUS PROPERTY OWNERS).



Submittal Requirements for a Variance:

- 1) Completed application form, signed and dated. Please print or type. Do not leave any question unanswered, doing so will make you application incomplete.
- 2) A vicinity map no larger than 8 1/2" X 11", indicating the location of the property in relation to adjacent streets and major streets. A copy of any Puyallup map clearing marking your property will be sufficient.
- 3) 8 1/2" X 11" site plan, dimensioned, drawn to scale and including the following items:
 - ◆ The boundaries of the property
 - ◆ Dimensions of property and square footage of property
 - ◆ Location of existing and proposed structures indicating setback distances from property lines and square footage of each structure
 - ◆ Landscaping: existing and/or proposed
 - ◆ Location of all existing major on site natural features; including specimen trees, ponds, etc.
 - ◆ Parking areas
 - ◆ North Arrow
- 4) Critical Area ID Form (unless expressly waived by City Staff)
- 5) Environmental Checklist (if required) – eight (8) copies, and application fee: \$250.00
 - a. [Flood Habitat Assessment](#)
 - b. [Fish and Wildlife Assessment](#)
 - c. [Mitigation Plans](#)
 - d. [Wetlands](#)
- 6) Application fee of \$770.00 due at time of submittal.

CERTIFICATION:

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements upon request of City staff.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and it's agents the right to enter upon the premises for purpose of conducting all necessary inspections to determine compliance with applicable laws, codes and regulations. The right of entry shall continue until an approval by all applicable City departments has been obtained.

Signature of Property Owner: _____

Date: _____

Print Name: _____

Signature of Applicant: _____

Date: _____

Print Name: _____