



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone & Fax:
Ph: (253) 929-1100
Fax: (253) 887-9910

Website:
<https://www.pacificwa.gov>

VARIANCE APPLICATION

DEFINITION AND PURPOSE:

A variance may be granted by the Hearing Examiner to recognize characteristics of a business or property and give consideration to exceptional situations in order to eliminate hardships. A variance is a request for an exception to the development standards of the zoning ordinance because of special circumstances (size, shape, topography of a lot) when the strict application of the zoning ordinance deprives such property of privileges enjoyed by other similar properties.

SUBMITTAL:

1. Filing Fee: \$ 1,000.00
 - \$1,000 (Non Single-family Residential)
 - \$350.00 (Single-family Residential Only)
 - Tech Fee: \$5.00
2. Hearing Examiner Fee: Actual Cost plus 15% administration fee.
3. Respond to variance criteria listed under Pacific Municipal Code (PMC) 16.36.020.
4. Please submit all items listed on the attached checklist.

PROCEDURE FOR HEARING EXAMINER VARIANCE:

1. It will take approximately 2 months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
2. A date will be set for a public hearing before the Hearing Examiner and you will be notified. You will be sent a copy of the staff recommendation at least 10 days prior to the hearing.
3. A "Notice Board" (see example attached) shall be posted on the property in conformance with the Pacific Municipal Code. An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the public hearing notice is published in the newspaper.
4. The Hearing Examiner's decision is final unless appealed in writing pursuant to RCW 36.70C.040.



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APPLICATION

FILE NO: _____ **PARCEL NO:** _____

1. BUSINESS NAME: _____

2. APPLICANT / PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

Status (owner, lessee, agent, etc.): _____

3. DESIGNATED CONTACT PERSON

(who will receive and disseminate all correspondence from the City)

Name: _____

Address: _____

Phone: _____ Email: _____

4. PROPERTY

Address: _____

Zone: _____ Size (sq ft): _____ Acres: _____

Legal Description: _____



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APPLICATION *cont'd*

5. USE

Existing use of property: _____

Proposed use of property (in detail): _____

Zoning code section to be modified: _____

How does it vary from the normal requirements: _____

Changes to be made to the property: _____

Applicant's Signature

Owner's Signature

Print Name

Print Name

Date

Date



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INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels with adjacent property owner addresses may only be purchased from King or Pierce County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor’s map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.***

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. A City of Pacific rubber stamp will be provided to the applicant upon request for the return address. (**NO METERED MAIL**)

RETURN ADDRESS:

City of Pacific
Dept. of Community Development
100 3rd Ave. SE
Pacific, WA 98047



Address:
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Pacific, WA 98047

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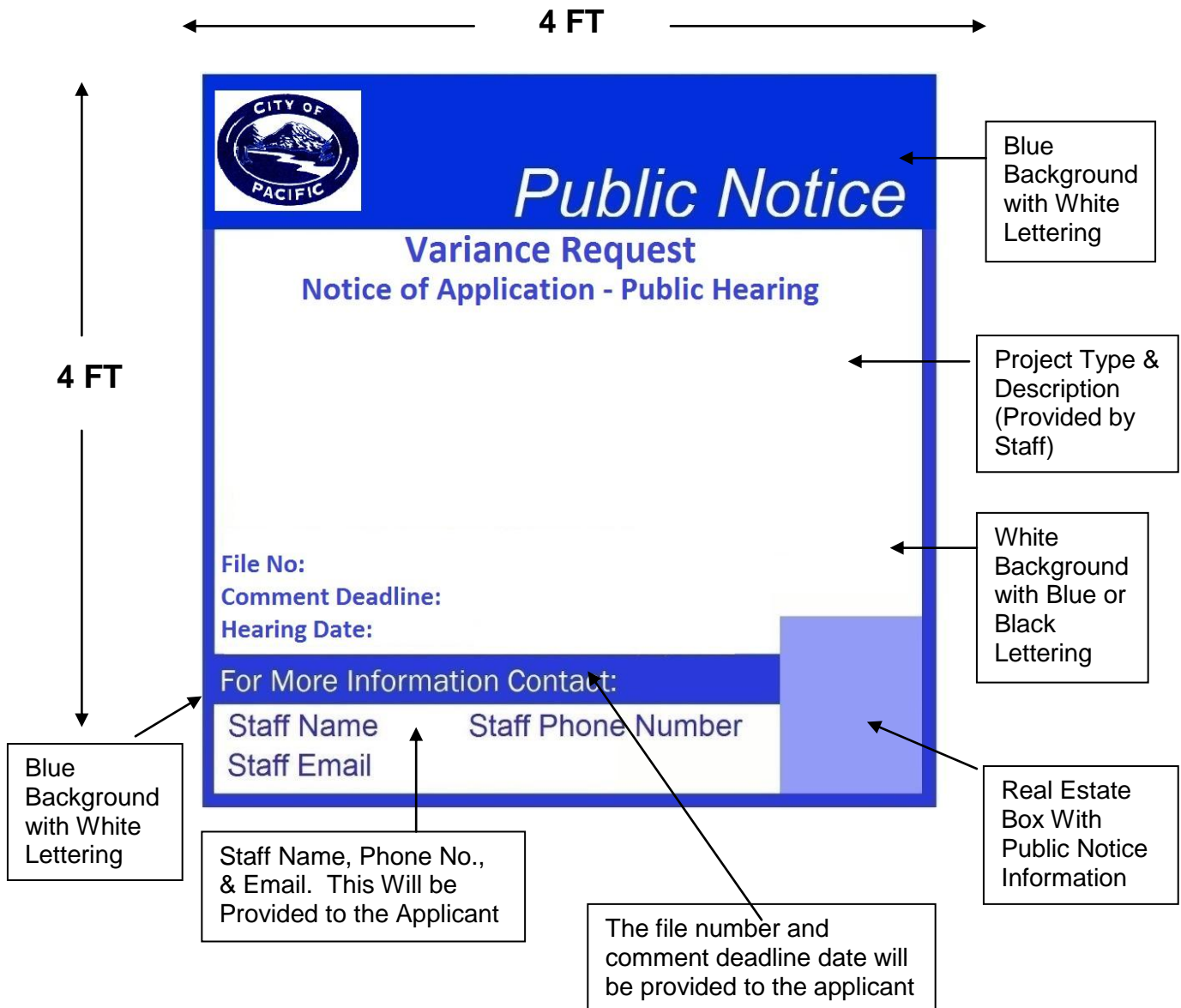
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NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;





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CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a PreApplication meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community Development at (253) 926-1110.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

For Office Use Only

Date Submitted: _____ **Date of Pre-App. Meeting:** _____

PART 1 – PLAN SUBMITTAL		Applicant	Staff
1.	Application form is filled out, original and 5 copies submitted.		
2.	A legal description of the subject property is provided.		
3.	If you are given an Environmental Checklist, all questions are answered and the checklist is signed.		
4.	A check to the City of Pacific for the filing fee and Environmental Checklist fee (if required).		
5.	All oversized plans folded to 8 1/2" x 14."		
6.	One paper reduction of each oversized plan to 8 1/2" x 11."		
7.	County Assessor's Map(s) showing a 300' radius around edges of subject property.		
8.	A minimum of one set stamped, legal size envelopes addressed to each property owner within 300' of the subject property (see attached directions) with the return address for the City of Pacific Department of Community Development. A return address stamp is available for your use. (NO METERED MAIL).		



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CHECKLIST *cont'd*

PART I – PLAN SUBMITTAL <i>cont'd</i>		Applicant	Staff
9.	A photocopy or printout of names and addresses.		
10.	Electronic copies of all submittals		
11.	Three (3) completed Part II Site Plan Checklist* copies <u>must be submitted.</u>		

PART II – SITE PLAN REQUIREMENTS* <i>Site Plan Requirements Checklist MUST be completed by the Engineer, Surveyor, or Architect and three (3) copies submitted or submittal will be denied).</i>		Applicant	Staff
11.	A dimension site plan drawn to scale showing the following:		
a.	Dimension and shape of lot with adjacent street names;		
b.	Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;		
c.	Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes.		
d.	Proposed landscaping (size, species, location, planting details, and distance apart) if applicable;		
e.	Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;		
f.	All existing trees over 8" in diameter by species and an indication of which will be saved;		
g.	The gross floor area and parking calculations (cite applicable city code);		
h.	Existing and finished grades at 5' contours;		
i.	Storm drainage, sidewalks, exterior lighting;		
j.	The location of any recreation/open space with dimensions;		
k.	Proposed public dedication/open space;		



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CHECKLIST *cont'd*

PART II – SITE PLAN REQUIREMENTS* <i>cont'd</i>			Applicant	Staff
11. <i>cont'd</i>	i.	Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (engineering scale);		
	m.	Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure;		
	n.	A text describing conditions or features which cannot be adequately displayed on maps or drawings;		
	o.	A description of plans for covenants, uses, and continuous maintenance provisions for the project;		
	p.	Proposed phasing;		
	q.	Vehicular and pedestrian circulation, any special engineering features, and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.		