



CITY OF ABERDEEN
Community Development Department

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VARIANCE APPLICATION/INSTRUCTIONS

A Variance is a device that provides relief to a property owner from certain provisions of the zoning code because the particular physical surroundings, shape or topographical condition of the property, where compliance would result in the denial of the rights and privileges allowed other properties in the vicinity. A Variance may be granted by the Community Development Director or referred to the City of Aberdeen's Hearings Examiner. A Variance may only be granted or conditionally granted when findings are consistent with the criteria of Section 17.68.070 can be made. A Variance shall not be granted for any property that would authorize a use which is not allowed.

The following information is required in order to review and process Variance Application's in a timely manner:

- 1) **Application Page:** Please answer completely, all of the questions on the application page (attached). Failure to answer any of the questions may cause a delay in the acceptance of the application.
- 2) **Vicinity Map:** Please upload and attached a vicinity map to this application. Place a small circle (roughly 1 inch) around the area in which your property is located.
- 3) **Map Page:** Please upload and attached a map page to this application that is drawn to an engineering scale with a north arrow, including the following information:
 - a) Dimensions of all existing lots and any proposed new lots, if applicable.
 - b) Adjacent street names and locations.
 - c) Existing or proposed easements for access, drainage and/or utilities.
 - d) Existing structures and distances to property lines.
 - e) Proposed structures and distances to property lines.
 - f) Identify parcels as Lot 1, Lot 2, etc., so they match the legal description of the property, If you do not know the legal description, Grays Harbor County Assessor's office has that information. They can be reached at 360.249.4121 or by linking to http://www.co.grays-harbor.wa.us/government/treasurer/parcel_search.php
 - g) Existing well, septic tanks and/or drainages; distances to property lines, if applicable.
- 4) **Application Fee:** There is a fee of \$205.00. The application will not be reviewed nor considered complete until the fee is paid and all required documents are received. *Please see note.*

Within forty-five days of receipt of a complete application, the director shall conduct an investigation to determine whether all the criteria are met and shall grant, conditionally grant, deny or refer the application to the Hearings Examiner. A Variance application shall be referred to the Hearings Examiner if the applicant is also applying for a rezone, conditional use or other land use activity or is an administrative decision is appealed.

Note: Any Variance application that requires a public hearing, before the Hearings Examiner, will be subject to an additional fee for the hearing expense. Appeals of Administrative Decisions require a separate application and an additional fee of \$500.

Please answer all questions to the best of your ability. You may attach separate pages if necessary. If you have any questions contact the Community Development Department at the City of Aberdeen.

APPLICATION PAGE

1. Situs Address:

2. Parcel Number:

3. Legal Description:

4. Project Name:

5. Applicant and/or Owner Name:

6. Mailing Address:

7. Email:

8. Phone:

9. Brief project description and need for the Variance.

10. What are the special circumstances or conditions, applicable to the property, building or use that make the strict application of the zoning ordinance a burden and would deprive you of using your property in the same manner and privilege enjoyed by other property owners in the vicinity and in the same zone that special circumstances or conditions were not cause or created by the owner and/or applicant?

11. What other properties in the vicinity have been allowed the same use and privilege that you are requesting? (Please provide addresses of the properties or the general location, if possible)

12. Is the Variance request allowed in the zone where your property is located? (If the answer is no to this question, please do not fill out any additional information and contact the Community Development Director for options.)

13. Will the denial of this Variance request prevent you from the enjoyment of your property? (Please explain.)

I hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the above statements and those contained in any papers or plans submitted herewith are true to the best of my knowledge.

Applicant Signature:

Date:

Owner Signature: (if different)

Date: