



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone:
(253) 929-1110

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.

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 (a minimum of ten days before the hearing).
4. The Hearing Examiner’s decision is final unless appealed in writing pursuant to RCW 36.70C.040.

SUBMITTAL REQUIREMENTS:

1. Filing Fee: Per Current Fee Schedule plus Time and Materials (Contact Planner)
2. Deposit: Per Current Fee Schedule (Contact Planner)
3. Technology Fee: Per Current Fee Schedule (Contact Planner)
4. Hearing Examiner Fee: Hourly Rate (Contact Planner)
5. Respond to variance criteria listed under Pacific Municipal Code [16.90](#).
6. Please submit all items listed on the attached checklist.

PROCEDURE FOR HEARING EXAMINER VARIANCE:

1. It will take approximately 2-4 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



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- The Hearing Examiner's decision is final unless appealed in writing pursuant to RCW 36.70C.040.

APPLICATION

1. Business Name: _____

2. Applicant Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Status (Owner, Lessee, Agent, etc.): _____

3. Legal Property Owner Information:

Name: _____

Address: _____

Phone: _____ Email: _____

4. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____ Email: _____

5. Subject Property:

Parcel No. _____

Address: _____

Zone: _____

Lot Area (SF): _____ Lot Area (Acres): _____



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Legal Description: _____

6. 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: _____



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Applicant/Representative's Signature

Owner's Signature

Please print name

Please print name

Date

Date

CONDITIONS FOR APPROVAL:

The applicant must prove that the variance request meets the minimum criteria for approval by the Hearing Examiner (Submit additional pages as necessary). These criteria are listed below.

- 1. PMC 16.36.020 (A)(1):** Strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the zoning ordinance;

- 2. PMC 16.36.020 (A)(2):** There are exceptional or extraordinary circumstances applicable to the property involved or to the intended use of the property, which circumstances are not the result of the applicant's actions and which do not apply generally to other properties classified in the same zoning district;



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3. **PMC 16.36.020 (A)(3):** Strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district;

4. **PMC 16.36.020 (A)(4):** The variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district;

5. **PMC 16.36.020 (A) (5):** The variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.



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INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels with adjacent property owner addresses may 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.***

REMINDERS:

The applicant shall provide envelopes and postage. 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)**

To prevent mail from being returned, the City recommends addressing envelopes to “Current Property Owner or Tenant” and not by name.

RETURN ADDRESS:

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

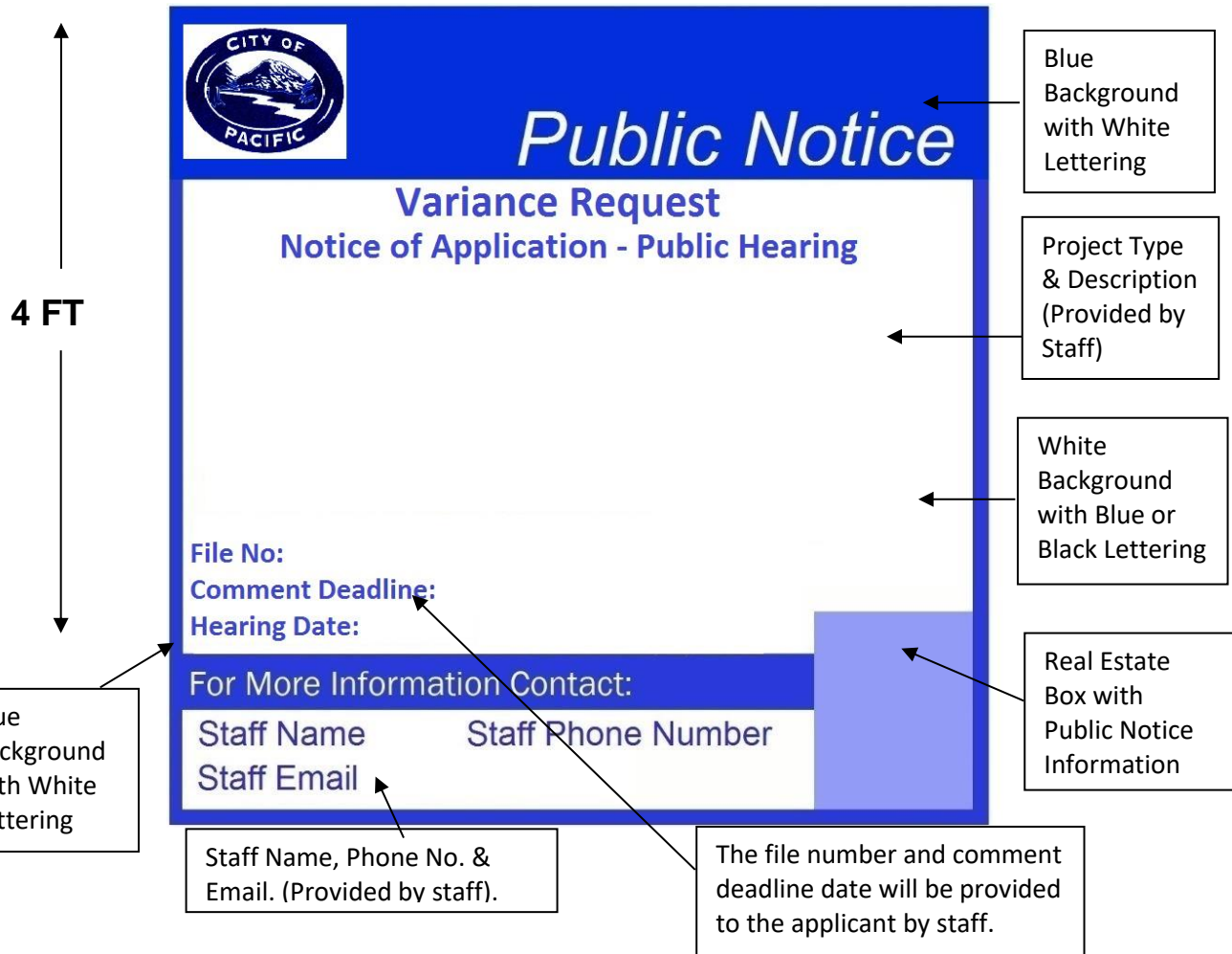


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NOTICE BOARD

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 (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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SUBMITTAL 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 will also not be accepted if you have not had a Pre-Application meeting with the City. This checklist must be submitted in order for your application to be reviewed.** If you have any questions, please contact the Department of Community Development at (253) 929-1110.

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

<i>For Office Use Only</i>	
Date Submitted: _____	Date of Pre-App. Meeting: _____

Part I – Plan Submittal

	Applicant	Staff
Completed Application form.		
A legal description of the subject property is provided.		
If you are given an Environmental Checklist, all questions are answered and the checklist is signed.		
A check to the City of Pacific for the filing fee and Environmental Checklist fee (if required). Confirm fees with staff beforehand		
All oversized plans folded to 8 1/2" x 14".		



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	Applicant	Staff
An electronic copy of all submittals through email/file transfer for oversized files.		
County Assessor's Map(s) showing a 300' radius around edges of subject property		
A minimum of two (2) sets stamped, legal size envelopes addressed to each property owner/tenant within 300' of the subject property (see above instructions) with the return address for the City of Pacific Community Development Department. A return address stamp is available for your use. (NO METERED MAIL) .		
A photocopy or printout of names and addresses.		
SUBMITTAL OF THE FEE OBLIGATION FORM		

Part II – Site Plan Requirements

(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT OR SUBMITTAL WILL BE DENIED).

	Engineer	Staff
A dimensioned site plan drawn to scale showing the following:		
Dimension and shape of lot with adjacent street names;		
Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;		
Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes.		



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CHECKLIST *(cont'd)*

	Engineer	Staff
Proposed landscaping (size, species, location, planting details, and distance apart) if applicable; (Note that bonding may be required at site development permit submittal where applicable.)		
Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;		
All existing trees over 8" in diameter drawn to scale by species and an indication of which will be saved;		
The gross floor area and parking calculations (cite applicable city code);		
Existing and finished grades at 5' contours;		
Storm drainage, sidewalks, exterior lighting;		
The location of any required recreation/open space with dimensions;		
Proposed public dedication/open space;		
Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (engineering scale) from finished grade.		
Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure;		
A text describing conditions or features which cannot be adequately displayed on maps or drawings;		
Draft covenants, uses, public easements, and continuous maintenance agreements for the project;		
Proposed phasing, where applicable;		
Vehicular and pedestrian circulation, any special engineering features, and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.		
Traffic Impact Analysis, if proposed use is more intense and will increase traffic.		