

**INFORMATION REQUIRED WHEN APPLYING FOR A ZONING CODE VARIANCE**

**PULLMAN CITY CODE 17.130**

**APPLICATION MATERIALS**

Below are the required materials when submitting a Variance Application through the [City of Pullman Civic Access Portal](#):

1. Findings of Fact (see attached for explanation).
2. Plot Plan. A scaled drawing is required that shows the proposed layout of site development, including the following:
  - a. dimensions and orientation of the property;
  - b. location and dimensions, including heights, of existing and proposed structures;
  - c. location and layout of parking and loading areas, access points, pedestrian walkways, and landscaping.

All plans and maps required as part of this application will be prepared on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

**FEES**. All fees must be paid prior to starting the application review process.

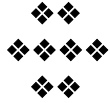
Variance Application Fee:	\$500.00
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**ASSISTANCE**

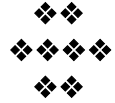
The Planning Division is available for assistance by emailing [pwcd-admin@pullman-wa.gov](mailto:pwcd-admin@pullman-wa.gov)

## APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a decision regarding a request for a variance from the Zoning Code, the Pullman Hearing Examiner must adopt "Findings of Fact." These Findings of Fact are factual statements which the Board relies upon in reaching its conclusions and decisions. The burden of proving that a variance should be granted under the provisions of the Pullman Zoning Code rests with the applicant. Thus, it is necessary for the applicant to present facts in brief written form which will make it possible for the Board to conclude affirmatively that all of the following criteria can be met.



### ANSWERS SHOULD BE PREPARED ON SEPARATE PAPER AND ENTITLED, "APPLICANT'S PROPOSED FINDINGS OF FACT".



1. Special Circumstances. That because of special circumstances relating to the property, the strict enforcement of the Zoning Code would deprive the owner of development rights and privileges permitted to other properties in the vicinity with the same zoning.
  - a. Special circumstances include the size, shape, topography, location of the property and surrounding property, and environmental factors such as vegetation, streams, ponds, and wildlife habitats.
  - b. Special circumstances should not be predicated upon any factor personal to the owner/applicant such as age or disability, extra expense which may be necessary to comply with the Zoning Code, the ability to secure a scenic view, the ability to make more profitable use of the property, or any factor resulting from the action of the owner/applicant.
2. Special Privilege. That approval of the variance is not a grant of a special privilege to the property in comparison with the limitations upon other properties in the vicinity with the same zoning.
3. Comprehensive Plan. That approval of the variance is consistent with the Comprehensive Plan.
4. Zoning Code. That approval of the variance is consistent with the purposes of the Zoning Code and the zone district in which the property is located.
5. Not Detrimental. That the variance as approved or conditionally approved will not be significantly detrimental to the public health, safety, and welfare, or injurious to the property or improvements in the vicinity and same zone.
6. Minimum Variance. That the approved variance is the minimum necessary to allow the owner the rights enjoyed by other properties in the vicinity with the same zoning.