
VARIANCE APPLICATION AUTHORIZATION

(A copy of this letter must be submitted for each property owner involved)

I, _____ attest under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.

2. I have not appointed anyone, *or*

3. I have appointed _____ to act as my agent regarding this application.

4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.

5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

SIGNATURE

PRINTED NAME

DATE

ADDRESS

VARIANCE APPLICATION SUBMITTAL CHECKLIST (required)

Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.

DIGITAL COPIES OF WRITTEN MATERIALS, PLANS & GRAPHICS

- Please provide one complete set of plans (and additional materials) and PDF copies of all submitted materials. Plans and graphics must be submitted in *pdf* and *dwg* format. Include an Etransmittal of Autocad files(s) of all plans (if applicable). Electronic versions can be sent to the general permitting email: permits@ci.enumclaw.wa.us .
- **For files (ex: civil/stormwater sets) over 10 MB, please request a shared file link from permit staff.
- **All information must be accurate and current as staff will use this information for report preparation and public notices.

APPLICATION FEES - Make checks payable to the City of Enumclaw

- All application fees, including, but not limited to: Variance fee and all other related fees. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>.

WRITTEN MATERIALS – Total of one (1) copy and one electronic submittal unless otherwise noted

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant.
- B. **LETTER OF AUTHORIZATION.** Provide **one (1) original** letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **WRITTEN STATEMENT.** Describe in detail:
- Description of your variance request
 - Explain why the variance should be granted, as related to the variance criteria of EMC 15.34 included in this packet.

PLANS & GRAPHICS – Total of one (1) copy and one electronic submittal unless otherwise noted

SCALE & LEGIBILITY- All drawings and plans must be to scale (engineering scale) between 1" = 10' and 1" = 60' with a maximum sheet size of **24" x 36"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. A north arrow and graphic scale must be provided for each drawing and plan. Architectural elevations may be drawn to an architectural scale, with maximum sheet size of **24" x 36"**.



A. SITE PLAN:

- 1. Project name, date, graphic scale, north arrow.
- 2. Vicinity map showing location of property and location of shorelines under SMA jurisdiction.
- 3. Property boundaries and dimensions.
- 4. Location/type of all easements, existing and proposed.
- 5. Dimensions, location, and setbacks of existing and proposed structures and improvements including but not limited to: buildings, paved and/or unpaved areas, streets, utilities, septic tanks/drainfields, wells, material stockpiles or surcharge, stormwater facilities.
- 6. Location of structures requiring variance (if applicable), including setbacks.
- 7. Location and layout of off-street parking, points of access, driveways.
- 8. Location and size of signs (if applicable).
- 9. Building elevations (if applicable).
- 10. Location of refuse storage locations, bicycle/pedestrian paths (if applicable).
- 11. Location of any critical areas (wetlands, aquifer recharge areas, frequently flooded areas, geologically hazardous areas, fish and wildlife habitat areas) if applicable.

Provide detailed explanations to Variance criteria listed below.

15.34.020 Variance criteria.

A. The hearing examiner shall grant no variance unless it finds, in writing, that:

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. There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district;

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. The granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district;

5. The granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity;

6. The plight of the owner is not the result of the owner's action;

7. The provisions of all other ordinances, with which compliance is required, have been fulfilled.

B. If the proposed variance pertains to off-street parking or off-street loading facilities, to grant the variance the hearing examiner must also find that:

1. Neither present nor anticipated future traffic volumes generated by the use of the site or use of sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specified regulation;

2. The granting of the variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on the streets;

3. The granting of the variance will not create a safety hazard or any other condition inconsistent with the objectives of the zoning ordinance.