


Received Stamp		City of Roslyn Planning Department 100 E. Pennsylvania Ave. PO Box 451 Roslyn, WA 98941 509-649-3105 FAX 509-649-3174 roslynplanning@inlandnet.com
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Variance Application Checklist

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
Applicant	<p>The following is a list of materials which are required for a complete application. The applicant shall submit seven (8) copies of the application set of materials.</p>		
City			
NA			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Variance Application;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The Variance fee;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A vicinity map extending at least 800 feet in each direction from the proposed variance, or further, if necessary, to assist in locating the variance. The vicinity map shall be drawn to scale of one inch equals 800 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The City may require a survey be provided with applications for variances that may involve property boundaries, questions of ownership, property rights, and/or have a bearing on the property rights of others, etc. as determined by the City.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. A Title Insurance Report or Short Plat Certificate obtained no more than 90 days prior to submitting the variance confirming that the title of the lands as described and shown on said plat in the name of all the owners of all affected parcels signing the Variance Certificate or instrument of dedication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Letter from the applicant or his/her applicant explaining the reason for requesting the conditional use permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Copy of existing or proposed covenants or restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. SEPA Checklist.

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Variance Application

This form must be completed (clearly printed or typed) and submitted to the City to file an application along with the Master Permit Application. Additionally, the applicant shall provide all information as required by the attached checklist, as well as all fees as determined by the Planning Official (see attached Fee Schedule). For questions, please contact the Planning Department at (509) 649-3105.

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Applicant Name:

Phone # ()

Signature:

Project / Development Name:

Description of Proposal:

Assessor / Tax Parcel Number(s) and Map Number (s):

A. Justification

A variance is a mechanism by which the City may approve the variances from the Development Regulations in cases where special circumstances prevent applicants from full compliance. Such special circumstances shall include size, shape, topography, location or surroundings of the property in question.

The Planning Official may approve an application for a variance provided the following criteria are met (please indicate how this proposal complies with the criteria):

1. That such variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located.

2. The special conditions and circumstances of the property do not result from the actions of the Applicant.

3. That the strict application and interpretation of the provisions of Title 12 would result in practical difficulties or unnecessary hardships.

4. The granting of the variance will not materially detrimental or prejudice to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

5. The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of the properties in the vicinity and zone in which the property is located.

6. The variance requested is the minimum variance that will make possible the reasonable use of the land, building or structure;

7. The granting of the variance is consistent with the general purpose and intent of the City Comprehensive Plan and adopted development regulations, including the critical area regulations.