

VARIANCE

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St	aff Use Only			
	Label	Date Stamp/Staff Initials		
1.	 Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted. 			
	Master Application Application Fee. Refer to the current fee schedule. Additional fees may occur if the base hours/fees are exhausted. Project Narrative. Include what is existing and what is proposed on the subject parcel. Describe the uses and activities proposed to occur and the specific allowance or reduction being requested. One Site Plan - See Site Plan Submittal Requirements on page 3 Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, or others. All special reports must be submitted as original paper documents and electronic PDF files.			
2.	Project Description (Provide as much detail as possible. Attach sepa	arate sheet if necessary):		
3.	Provide answers to the following questions: Attach a separate	sheet if necessary.		
a.	List the specific provision(s) of the Zoning Ordinance from which you are	e seeking a variance.		
b.	What are the exceptions or extraordinary circumstances which lead the justified?	applicant to believe a variance is		



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C.	What characteristics of the subject property prevent it from being used without a variance?	
d.	To the best of your knowledge, was the reason for requesting a variance caused by an action of anyone having property interests in the land? If "Yes" explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to a variance).	
e.	If granted, would this variance confer upon you a special privilege that is denied other lands in the same district? \Box YES \Box NO	
f.	How will the granting of this variance be in harmony with the neighborhood and not be detrimental to the public welfare or to the properties in the vicinity?	
g.	Is this requested variance the minimum variance that will allow reasonable use of the land? □ YES □ NO Explain:	
h.	How will the granting of the variance be in harmony with the purpose and intent of the Zoning Ordinance?	



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4. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11" X 17" or 8 ½" x 11" sheet.
- Example scales include 1" = 30' or 1" = 100'
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
	a. North arrow, site address, tax parcel number and map scale used	
	b. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	
	c. All existing and proposed structures	
	d. Depict the proposed and required yard setbacks measured from the property line to the nearest portion of the outside wall or support column of structures over thirty inched above finished grade.	
	e. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	
	f. All easements encroaching onto the property (for example: utility, road, railroad, etc)	
	g. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	
	h. Location of any critical areas and buffers (example: wetlands, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc)	
	i. Areas to be cleared, graded, filled, excavated or otherwise disturbed	
	j. Vicinity Map at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways.	
	k. Impervious surface calculation. Impervious area means pavement (compacted gravel, asphalt and concrete), roofs, revetments, or any other man-made surface which substantially impedes the infiltration of precipitation.	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.