



VARIANCE APPLICATION CHECKLIST

- Completed variance **application**
- Copy of deed(s) describing the legal creation of the property and verification of ownership
- Answers to the **criteria and justification** associated with the type of variance requested (attached)
- Completed **Environmental Checklist** (ECL) and review fees as required by the State Environmental Policy Act (SEPA), RCW 43.21.C, if applicable.
- Site map** which includes the requirements attached, as well as, the date of preparation of the maps, an identified north arrow, scale of the map, the total area of the plat, clear identification of the map as a preliminary subdivision or short subdivision and the name of the subdivision or short subdivision.
- Existing structures**, sewage disposal and water supply improvements, drainage facilities, electrical transmission utilities and irrigation improvements which are a matter of public record or are apparent during an on-site inspection.
- Location of critical areas**, including but not limited to geologically hazardous areas, wetlands, streams, open water, known and readily available locations of nesting and breeding locations of fish and wildlife (threatened, endangered or sensitive species), floodplains, and drainage ways
- Mitigation plan** (if applicable) and fees other plans necessary to designate the boundary and classification of critical areas pursuant to CCC 27.12
- Adjacent land uses**, shorelines and governmental jurisdictional boundaries adjoining or traversing the subdivision or short subdivision site.
- Associated **review fees**:
 - Variance Application Fee \$1000
 - Buffer Averaging Fee \$400
 - Mitigation Plan Review Fee \$75 + \$50/hr over 2 hrs
 - Mailing/Notices \$125
 - Environmental Checklist \$250



Clallam County
Department of Community Development
 223 East 4th Street, Suite 5, Port Angeles, WA 98362
 (v) 360-417-2420 ✦ (f) 360-417-2443
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VARIANCE APPLICATION

VAR _____ - _____

APPLICANT INFORMATION

Name _____
 Mailing Address _____
 City _____ St. _____ Zip _____
 Phone Number _____ E-mail _____

AGENT INFORMATION (If applicable)

I, _____, (applicant) do hereby authorize _____ (agent)
 to act on my behalf for this land division pursuant to Title 29, CCC.
 Mailing Address _____
 City _____ St. _____ Zip _____
 Phone Number _____ Contact Person _____
 Applicant Signature _____

PROJECT INFORMATION

Tax Parcel Number _____ Size of Parcel _____ Zoning _____
 Directions to site _____
 Existing Land Use _____ Proposed Access _____
 Proposed Water Supply _____ Proposed Sewage Disposal _____
 Brief Description of Request _____
 Type of Variance: Zoning Critical Area Buffer Averaging
 Code Citation _____

By making this application, you are hereby granting consent to the Clallam County Director of Community Development and his/her designee to enter and inspect the property, structure(s) or geophysical feature related thereto which is the subject of this application, in order that the County may verify actual physical site issues, as well as compliance with proposed conditions or conditions imposed pursuant to the application. Unless otherwise further granted, the consent to enter established by this application is terminated upon the final action on the application or resulting permit. I certify, under penalty of perjury of the Laws of the State of Washington, that I am the owner or authorized agent* of the property that is the subject of this application.

Applicant _____ Date _____ Agent _____ Date _____



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BUFFER AVERAGING CRITERIA AND JUSTIFICATION (REQUIRED SUPPLEMENTAL INFORMATION)

ccc 27.12.730

Please submit an electronic copy as well.

The intent of buffer averaging is no net loss of the total buffer area. Buffer averaging may be allowed for wetlands and aquatic habitat conservation areas as per this chapter. The buffer width is not to be reduced by more than twenty-five (25) percent at any point; except that buffers for minor new development adjacent to Type 4 and Type 5 aquatic habitats may be reduced down to a minimum of twenty-five (25) feet through the buffer averaging process.

- (1) Please have an approved consultant document that the proposed new buffer:
 - (a) Acts as a biofilter that protects water quality of the wetland, aquatic habitat conservation area, and/or any interconnected surface and ground water resources.
 - (b) Moderates wetland and aquatic habitat conservation area water level fluctuations.
 - (c) Contributes woody debris and other nutrient inputs to wetlands, aquatic habitat conservation area, and/or interconnected surface water features.
 - (d) Limits visual, auditory, and direct intrusion between critical areas and developed environments.
 - (e) Provides important wildlife habitat components for species dependent or associated with wetland, marine, and riverine environments.
 - (f) Allows for the natural movement of a stream within its floodplain or channel migration zone.
 - (g) Separates development from potential flooding impacts.
- (2) Is the displaced buffer on existing road grades, utility corridors, or other developed lands?
- (3) Does the modified buffer maintain, increase, and/or enhance the protection of native plant communities?
- (4) Do the modified buffer maintain, increase, and/or enhance the protection of significant habitat features and/or significant wildlife corridors?
- (5) Is the development located near the buffer a low intensity land use? For residential uses, low intensity land use means densities \leq one dwelling unit per five (5) acres.
- (6) Does the reduction of the buffer increase the amount of impervious surfaces within the watershed?
- (7) Does the modified buffer maintain, increase, and/or enhance the protection of erosion and landslide hazard areas adjacent to the critical area? Is it reduced more than 25%?
- (8) Is the development designed to screen impacts such as noise, glare and trampling of vegetation adjacent to the critical area? Landscaping shall be consistent with Chapter 33.53 CCC.

SITE PLAN REQUIREMENT CHECKLIST



In order to help us process your permit request as efficiently as possible, please show ALL of the following information on the plot plan. All site plan sheets must be to scale and accurate. You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may require additional information.

- North Arrow
- Scale (Minimum 1" = 20'; Maximum 1" = 200')
- Date of Operation
- Name of Subdivision
- Property Dimensions (including location of any monuments or markers as a result of a survey)
- Existing and/or proposed lots and total areas (including clear identification of lot numbers)
- Adjacent Land Uses

EXISTING AND PROPOSED IMPROVEMENTS

- Location, width, grade and names of all existing and proposed private or public roads, streets, right-of-ways, easements, or driveways (including length, width and type of surface).
- Location and dimension of existing and proposed structure(s), including decks, pads, and foundations.
- Location of existing and proposed septic tank(s), drainfield(s) and reserve area or sewer lines.
- Location of above or below ground storage tank(s) including tank capacity.
- Location of utility easements and/or utility lines and irrigation ditches.
- Location of well(s), spring(s) or water lines (including name of water system, as applicable).
- Location of well-head protection area(s) (if applicable).
- Drainage Facilities (drywells or other proposed drainage plan)
- Setbacks of all improvements from property lines, utility lines, easements, roads and distance between structures.

CRITICAL AREA REQUIREMENTS

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks))
- Topography (including slope and grade)
- Boundary of stream, wetland and landslide buffers (as defined by CCC 27.12)
- Location of floodplains, floodways and channel meander hazards (including elevations)
- Proposed extent of clearing and grading

COMMERCIAL APPLICATIONS MUST ALSO INCLUDE:

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including location, fixture type/typical and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Areas
- Location of Fire Hydrants or Fire Protection Facilities