



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
 email: dcdplan@co.clallam.wa.us

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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CRITICAL AREA VARIANCE CRITERIA AND JUSTIFICATION (REQUIRED SUPPLEMENTAL INFORMATION)

Critical Areas Variance: CCC 27.12.725

Please submit an electronic copy as well.

- (1) How will the failure to grant your request result in an extraordinary hardship?
- (2) Is this hardship a result of the unique conditions (such as irregular lot shape, size, or natural features and the application of the code) of your property? Please explain.
- (3) Did your personal actions create the unique condition?
- (4) Please explain how the variance request is required to address a special circumstance and is not simply for economic convenience.
- (5) Is there any other practicable or reasonable alternative to the proposal? If not, please explain.
- (6) Is this variance detrimental to critical areas, public health, safety, welfare, use or interest; or injurious to the property or improvements in the vicinity? If not, please explain.
- (7) How is the granting of this variance the minimum necessary to accommodate a use allowed under the Comprehensive Plan, CCC Title 31, Zoning Code, CCC Title 33, Shoreline Management Code, Chapter 35.01 CCC, the Shoreline Master Program or other applicable provisions of the Clallam County Code?
- (8) Will the granting of this variance materially compromise the goals and policies of the Comprehensive Plan, CCC Title 31, or be inconsistent with County land use codes or inconsistent with the spirit and intent of Chapter 27.12? If not, please explain.
- (9) Has a mitigation plan been submitted and approved?



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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