



Administrative (Minor) Variance Application

Community Development Department
3100 Belmont Blvd. Suite 104, West Richland, WA 99353
509-967-5902 Fax 509-967-2419 Inspection Line 967-3518

PROPERTY OWNER INFORMATION		☐ Contact Person
Owner:		
Address:		
Phone:	Email:	

APPLICANT (if different)		☐ Contact Person
Company:		
Contact:		
Address:		
Phone:	Email:	

DESCRIPTION OF REQUESTED VARIANCE

PROPERTY INFORMATION	
Legal Description:	Parcel #
Current Zoning:	Current Land Use Designation:

APPLICATION MUST INCLUDE
1. Completed Application. 2. A variance report, prepared by a title company, showing the names and addresses of the owners of the property and the names and addresses of surrounding landowners within 600 feet of the property subject to the application(s). 3. A site plan, drawn to scale, showing all details of the proposal – include property lines, easements, building locations(s) and dimensions, parking areas, access driveways, landscaping areas, critical area features, fences, signs, storm water control features, existing wells and drainfields, fire hydrants, significant cut or fill areas, etc... 4. Any other information the Community Development Director deems necessary to determine compliance with applicable codes. 5. Pre-Application Conference waiver (if applicable).

CHECK WHICH VARIANCE TYPE APPLIES PER WRMC 17.69.060
☐ Setbacks. Up to 25 percent of the numerical standard for setbacks from lot lines as found in Tables 17.54.050.1, 17.54.050.2, or 17.54.050.3, Area and Dimensional Regulations. The yard setbacks may be reduced no more than five feet overall. ☐ Lot Depth and Width. Dimensions may be reduced by 10 percent. ☐ Lot Coverage. May be increased by up to five percent. ☐ Fences and Walls. May be up to eight feet in height for commercial developments and zoning district transitions where residential zoning abuts commercial and/or industrial zoning districts. ☐ Fences up to four feet in height in the front yard setback where safe sight distance(s) can be demonstrated in accordance with WRMC 12.08.060, Visibility, and 12.50.010, Vegetation obstructions. ☐ Required Parking Stalls. May be reduced by up to 10 percent which may not include required handicapped stalls.

ADMINISTRATIVE VARIANCE – Answer as thoroughly as possible

Describe the unusual or special circumstances or conditions that apply to the property and/or to the intended use that do not apply to other properties in the same vicinity or zone. Unusual circumstances may include the size, shape, topography, location or surroundings of the property:

Will the proposal detract from the desired character and nature of the vicinity in which it is proposed?

Describe how the proposal enhances or protects the character of the neighborhood and/or the vicinity, protects natural features, historic sites, open space or other resources:

Will the proposal interphase or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district it occupies?

Will the proposal constitute a threat to the public health, safety and general welfare within the city?

Is the deviation you request the minimum necessary to accomplish the project or is there another reasonable way to accomplish your project that would not require a variance?

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____