



Design Variance Application

Community Development Department
3100 Belmont Blvd. Suite 104, West Richland, WA 99353
509-967-5902 | planner@westrichland.org

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. Narrative providing a clear justification of the requested variance (see attached sheet) 3. Supporting documents or materials that would assist in reviewing the variance request including drawings, site plans, elevations, photographs, renderings, technical reports, or any other relevant documentation. 4. Any other information the Community Development Director deems necessary to determine compliance with applicable codes.		
IDENTIFY THE SPECIFIC DESIGN GUIDELINE(S) FOR WHICH A VARIANCE IS BEING REQUESTED:		

NARRATIVE – Answer as thoroughly as possible

Describe the proposed design that deviates from the guidelines and any unique characteristics of the project that create the need for a variance:

Explain the reasons for the variance, addressing any unique characteristics of the project, potential benefits, and any potential negative impacts. Consider the context of the project, site conditions, architectural style, or other relevant factors.

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 _____