

Variance



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Application Fees

Application Fee: \$770.00

Variances are a land use permit that, if approved, allow for variances from strict applications of zoning when provisions are unduly prohibitive to reasonable use of property. Variance applications may be applied for to vary from the required lot width, depth or area; required front, side or rear yards; required landscaped setbacks; required height of buildings, fences and structures; maximum floor area, coverage and signage; and required parking.

A variance application requires a public hearing in front of the hearing examiner. Within 10 days of the hearing, a decision shall be made by the hearing examiner to grant, amend, or deny the application for a variance.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Variance" from drop down list. Fill out all sections of the online form and upload all required documents. Note: failure to upload all the required documents will delay the processing of your application.

Owner Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

☐ Same as owner

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address(es): _____

Nature of Request (be specific):

Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map. You can look up critical areas and buffers on the City's interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the "Applications" section of the page and select "City of Puyallup Critical Areas App" to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.

- | | | |
|---|--|--|
| ☐ Wetlands | ☐ Wellhead Protection Area | ☐ Aquifer Recharge Area |
| ☐ Lakes/Ponds | ☐ Habitat Corridor | ☐ Flood Zone |
| ☐ Streams/Creeks | ☐ Habitat Conservation Area | <i>Flood Classification:</i> _____ |
| <i>Waterbody name:</i> _____ | ☐ Seismic Hazard Area | ☐ Volcanic Hazard Area |
| ☐ Puyallup River Shoreline | ☐ Clarks Creek Shoreline | ☐ Landslide/Erosion Hazard Area |
| <i>Shoreline Classification:</i> | <i>Shoreline Classification:</i> | <i>Slope Classification:</i> |
| ☐ Conservancy | ☐ Conservancy | ☐ Slopes 0% - 15% |
| ☐ Rural | ☐ Rural | ☐ Slopes 16% – 39% |
| ☐ Urban | ☐ Urban | ☐ Slopes 40% or Greater |

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted:

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included:

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number:

Criteria

The following criteria must be met for the Hearing Examiner to approve your variance request. There are explanations for each criterion below. Please respond FULLY as to how your request meets each of these criteria. "Yes" or "No" answers will not be accepted.

- I. The variance shall not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and/or contiguous zone in which the property on behalf of which application has been filed is located. For purposes of this subsection, vicinity shall be defined to only include a radius of 1,000 feet or be within the boundaries of an established subdivision when the variance request pertains to a single-family residential use.

2. That the granting of such variance will not be detrimental to the public health, safety, comfort, convenience, and general welfare, will not adversely affect the established character of the surrounding neighborhood within a radius of 1,000 feet, and will not be injurious to the property or improvements of such vicinity and/or contiguous zone in which the property is located. (i.e., to allow this finding to be made, you need to demonstrate that your proposed adjustment will not be unfavorable to the surrounding properties and neighborhood.)

3. That such variance is necessary, because of special circumstances relating to the size, shape, topography, unusual natural features, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity within a radius of 1,000 feet and/or in the zone in which the subject property is located. Such circumstances shall not be the result of some action caused by the applicant and/or previous property owners. (i.e., to allow this finding to be made, you need to demonstrate that your proposed adjustment is necessary because of special circumstances on the property and the hardship is not caused by the applicant and/or previous property owners.)



Submittal Checklist

1. Completed and Signed Application Form

2. Detailed Site Plan, containing the following:

- The site plan shall be drawn on a 24" x 36" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g., 1" = 40') is accepted by the city):
 - 1" = 20' (sites under 4 acres)
 - 1" = 50' (sites 4 acres or larger)
- Site boundaries;
- Dimensions of property and total square footage of property;
- Location and height of existing and proposed structures in relation to the site area boundaries, also indicate the dimensions of any existing and proposed structures;
- Parking and loading areas;
- Traffic access and circulation;
- Proposed location of any signage;
- Proposed lighting plan;

3. Environmental Checklist (if required)

- [Flood Habitat Assessment](#)
- [Fish and Wildlife Assessment](#)
- [Mitigation Plans](#)
- [Wetlands](#)

4. [SEPA Checklist](#) (if applicable) (Can be found here: <https://www.cityofpuyallup.org/1591/Master-Document-List>)

5. Critical Area Report (if applicable)

Certification

I hereby state that I am the applicant listed above and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data, or statements.

Right of Entry: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes, and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Owner: _____ Date _____

Signature of Applicant: _____ Date: _____
(or authorized agent)