

12835 Newcastle Way, Suite 200, Newcastle, WA 98056 www.newcastlewa.gov

# **ZONING VARIANCE** SUPPLEMENTAL APPLICATION FORM

Variance:

## A variance is defined as “an adjustment in the application of standards of a zoning code to a particular property.” ([NMC 18.06.690](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle1806.html))

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email permit@newcastlwa.gov

**Project Information**

Permit Number and/or Associated Permit Number(s) (if known):Click here to enter text.

Project Name: Click here to enter text.

Parcel Number(s):Click here to enter text.

**Variance Type:** A variance will either be a Type II application that is approved by the Community Development Director as an administrative variance defined in NMC 18.44.045, or a Type III general variance that is approved by the Hearing Examiner, as specified in NMC 19.07.030.

Does the requested variance pertain to a site with an existing residence? [ ]  Yes [ ]  No

**If yes**, check the Type II Administrative Variance box; **if no**, check the Type III General Variance box:

[ ]  Type II Administrative Variance

[ ]  Type III General Variance

**Variance Request:** Please describe the requested variance including the specific code sections from which you are requesting the variance (attach additional sheet if necessary):

Click here to enter text.

**Applicant’s Submittal Requirement Checklist and Descriptions**Please respond to the following questions and confirm that the related materials and information are included with this variance application:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | N/A | Requirement Description |
|[ ] [ ]   | As a Type II application, has a **pre-application conference** been held with the City of Newcastle within the past 12 months pertaining to this proposal as required by NMC 19.09.010(A)? Date of Preapplication Conference: Click here to enter a date. |
|[ ] [ ]   | Does this proposal reflect the comments provided by the City at the pre-application conference? If not, please explain:  Click here to enter text. |
| **Site Plan** |
|[ ] [ ] [ ]  Does the variance request pertain to the location of site improvements or site features? *If no, skip to the Structures and Building section, below.* |
|[ ] [ ] [ ]  Have you included a site plan with this application? Does it include the following information? |
|[ ] [ ] [ ]  The boundaries of existing and/or proposed lots, tracts and easements associated with the site; |
|[ ] [ ] [ ]  Existing and proposed site improvements and structures; |
|[ ] [ ] [ ]  The location and identification of critical areas (e.g., wetlands, streams, steep slopes);  |
|[ ] [ ] [ ]  Adjacent streets, access easements and locations and dimensions of driveways providing access to the site; |
|[ ] [ ] [ ]  The location of proposed or existing parking areas on the site;  |
|[ ] [ ] [ ]  The location of utilities and drainage systems that serve the site |
|[ ] [ ] [ ]  The location and size of water bodies and drainage features on the site; |
|[ ] [ ] [ ]  Locations of significant trees identified to be retained per NMC 18.16.130. |
| **Structures or Buildings** |
|  |  |  | Does the variance request pertain to the height, scale, bulk, or architectural features of a structure or building? |
|[ ] [ ] [ ]  If yes, a scaled drawing of the structure or building as seen in elevation view (elevation drawing) must be provided. Is an elevation drawing submitted with this application? |

**Variance Statement Letter *(Required)***

This application requires that you address the decision criteria for a variance as defined in NMC 18.44.040 and as stated below. Please either provide your answers in-line below, or provide a separate letter.

**Variance Decision Criteria:**

1. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and land use district of the subject property;

Click here to enter text.

1. The variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property to provide it with use rights and privileges permitted to other properties in the vicinity and in the land use district of the subject property;

Click here to enter text.

1. The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and land use district in which the subject property is located;

Click here to enter text.

1. The variance is not inconsistent with city of Newcastle comprehensive plan

Click here to enter text.

1. The variance is the minimum necessary to grant relief to the applicant.

Click here to enter text.

**Overview of Submittal Requirements**

Did you remember all of the following documents?

|  |  |
| --- | --- |
| Included? | Requirement Description |
|[ ]  [Master Land Use Application](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/2019/Master%20Land%20Use%20Application.pdf) |
|[ ]  Pre-Application Meeting Notes |
|[ ]  Site Plans (if applicable) |
| [ ]  | Elevation Drawings (if applicable)  |
|[ ]  Variance Statement Letter (MUST be answered above OR provided separately.) |

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.