



VAR # _____

City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

VARIANCE APPLICATION¹

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

APPLICANT:

Any individual or corporation holding any ownership or security interests in the land must be listed. Use additional sheet if necessary.

Applicant #1

This party shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application.

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant #2

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property/Project Information:

Physical Address or General Location of Property: _____

Quarter of Section _____, Township _____ N, Range _____ E.W.M.

Latitude: _____ Longitude: _____

Assessor's Tax Parcel ID Number: _____

Subdivision Name(s): _____ Block: _____ Lot: _____

Zoning Designation: _____ Site Acreage: _____

Describe land uses which are adjacent to the proposed project:

North: _____

South: _____

East: _____

West: _____

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

3. The plight of the applicant is due to unique circumstances such as topography, lot size or shape, or size of buildings over which the applicant has no control.

4. The hardship asserted by the applicant is not the result of the applicants or the owner's action.

5. The authorization of the variance shall not be materially detrimental to the purposes of City zoning, be injurious to property in the same district or neighborhood in which the property is located, or be otherwise detrimental to the objectives of any comprehensive plan.

6. The hardship asserted by the applicant results from the application of the zoning code to the property.

7. Please mark next to each of the following items your acknowledgement that each item has been completed and attached to this application:

- Completed site plan, drawn to scale, containing the information requested on the Site Plan Checklist
- Certification of Property Ownership (attached)
- Assessor's Parcel Map – may be combined with:
- Vicinity map showing the project area in relation to the surrounding land uses. Provide a brief description of the general nature of the improvements and land uses within 1,000 feet in all directions of the project site (i.e., residential to the north, commercial to the west)
- Application fee (hourly fees, and any other fees associated with the review and/or issuance of this request for variance will be billed to you in future).

Note: Additional information may be requested by the Development Services Department as needed for review of this application.

I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature (Property Owner 1) _____ Date: _____
(If more than one applicant, please provide signatures of additional applicant(s) on an attached page)

Applicant Signature (Property Owner 2): _____ Date: _____
(If more than two owners, please provide signatures of additional owner(s) on an attached page)

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City of Leavenworth
Department of Development Services

SITE PLAN CHECKLIST

Applicant Name: _____

Physical Address of Property: _____

Property Owner Name: _____

Legal Description of Property: _____

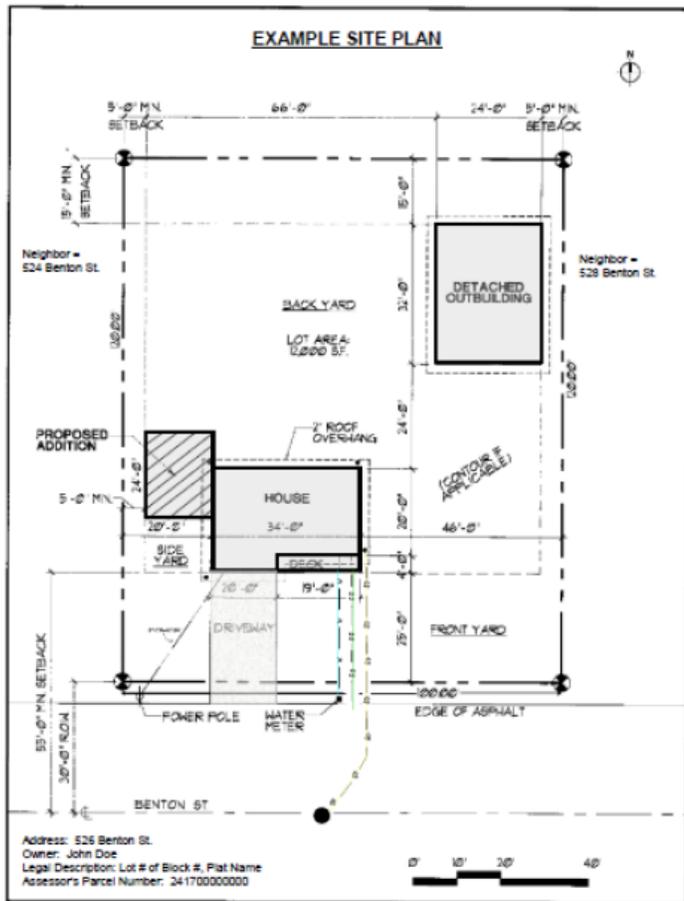
Assessor's Parcel Number: _____

Surveyor (if applicable): _____ Date Surveyed: _____

All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth. Drawing(s) must be of a scale of at least one inch to twenty feet.

Use the following checklist to ensure that drawing(s) show **all** of the following:

- Lot dimensions and parcel size in feet;
- Location of **all** structures to be developed and retained on the site and their setbacks from all property lines, access easements, and/or public right of way. This includes accessory structures like sheds and carports, regardless of size;
- The location and width of all existing and proposed roads, right-of-ways, driveways, access easements and parking areas (identify parking stalls and dimensions), including edge of existing roads or sidewalks adjacent to the property. Please note that in many cases property lines are NOT at the edge of pavement on City streets;
- The location of all existing and proposed utility infrastructure and easements (ie water, sewer, storm water, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc). Please be aware that the City requires utilities to be undergrounded and the PUD most often requires above-ground vaults, if needed, to be located on private property;
- The location of the one hundred year flood-plain and floodway, and the location of all water courses and the ordinary high water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc), if applicable;
- Address of project site, property owner's name, complete legal description and tax parcel number;
- The locations of garbage and recycle receptacle, mailboxes, flagpoles, fences and any other pertinent features;
- Topographic features (steep slopes, non-buildable areas, existing and finished grades, etc.);
- The location of exterior lights, including their area of illumination;
- The location of snow storage areas;
- Directional arrow indicating North



STAFF USE ONLY

Application received by: _____

Date: _____

SEPA required: Yes No

Level of review necessary to process this application:
 Quasi-Judicial (Hearing Examiner)

APPLICATION REVIEW (TITLE 21.09)

Date of Pre-Application Meeting: _____

Application Submittal Date: _____

28 Days from application date (NOI or NOC due): _____

NOI (Incomplete) Issued: _____

Date Application Re-Submitted: _____

14 Days from re-submittal (new NOI or NOC due): _____

NOC (Complete) Issued (application vested): _____

14 Days from NOC (NOA due and comment period begins): _____

120 Days from NOC (NOD due excluding periods waiting for info): _____

Date of TRC Meeting (Within 14 days of NOC): _____

Attendees: _____

NOA (Application) Issued: _____

Comment period begins: City Hall posted Property posted 350' properties noticed Agencies noticed

Comment Period End Date: _____

Comments received from: Public Agencies

Date of Notice of Public Hearing: _____

Noticed (10 days prior to hearing) to: City Hall posted Property posted 350' properties noticed Published in Paper

Date Staff Report Issued: _____

Issued (7 days prior to hearing) to: Applicant Hearing Examiner Parties who have requested it

Date of Public Hearing: _____

Date of Examiner's Decision (within 10 days of hearing): _____

NOD (Decision) Issued: _____

BILLING/FEES:

Base Fee

Cash / Check #: _____ Date Received: _____ Amount Received: _____

Staff Hourly Fee

Hours Billed: _____ Amount Billed _____

Cash / Check #: _____ Date Received: _____ Amount Received: _____