



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

Variance Application

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Parcel Number: _____
Application Date: _____ Project Description: _____

Applicant/Owner (the owner or person authorized by the owner to make application and sign)

Last Name: _____ First Name: _____
Business Name: *(if applicable)* _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Property Owner (if different from the applicant)

Last Name: _____ First Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Type of Application (check all that apply)

- Commercial Residential

GENERAL INFORMATION

A pre-application meeting with the City is required prior to submittal of this application. Please contact Development Services Department Staff at (509) 548-5275 to discuss this requirement.

The granting of a variance is vested in the Leavenworth Hearing Examiner where it can be shown that, owing to special and unusual circumstances related to a specific piece of property, the literal interpretation of Leavenworth Municipal Code (LMC) Title 18 would cause undue or unnecessary hardship. No variance shall be granted to allow the use of property for purposes not authorized in the district in which the proposed use would be located.

No variance shall be granted unless ALL of the following conditions exist as provided for by LMC 18.56.060.

In granting a variance, conditions which are found to be necessary to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purposes of the LMC may be attached. Requests for variance are processed as provided for by LMC Titles 18 and 21.

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

Include all of the following information and applicable drawings with your application. Attach additional pages to provide complete information if needed. Electronic submittal of materials may be available at the discretion of the City.

Site plan(s) are required to be submitted consistent with the Site Plan Checklist. All drawing(s) must be on paper capable of being folded for storage in an 8 ½" x 14" file, and become the property of the City of Leavenworth.

Narrative addressing your proposed use/development and how it varies from the Leavenworth Municipal Code.

Provide a response to each of the code requirements, LMC 18.56.060: No variance shall be granted unless it can be shown that all of the following conditions exist:

- A. The variance is necessary for the preservation of a property right of the applicant substantially the same as is possessed by owners of other property in the same neighborhood or district.
- B. 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.
- C. The hardship asserted by the applicant is not the result of the applicant's or the owner's action.
- D. The authorization of the variance shall not be materially detrimental to the purposes of this title, 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.
- E. The hardship asserted by the applicant results from the application of this title to his property.

Application fee (hourly fees, and any other fees associated with the review and/or issuance of this request will be billed to you in future).

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

Acknowledgements

All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of the permit or an approval does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project or use.

Fees are based on the current City of Leavenworth adopted Fee Schedule. Review fees are required at the time of application with additional fees, based on staff and consultant review time, are due prior to scheduling a Hearing or issuance of the permit.

I acknowledge that acceptance of this application does not authorize any activity requested in this application.

I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project.

By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner.

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____