



## Community Development Department Variance Request Application

PO Box 777 • 323 N.E. First Street  
Winlock, WA 98596-0777  
360.785.3811 • fax 360.785.4378  
[winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com)

<p><b>WDC 3.260.040:</b> The review authority shall approve or approve with conditions an application for a variance if the application has sustained the burden of proving that:</p> <ol style="list-style-type: none"> <li>1. Unusual circumstances or conditions such as size, shape topography and location of an existing legal development on the site apply to the property and/or the intended use such that the strict application of this title would deprive the owner of the subject property of rights and privileges enjoyed by owners of other properties in the vicinity in the same zone; and</li> <li>2. 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 zone in which the property is situated.</li> <li>3. The variance must be consistent with the City's Comprehensive Plan and Capital Facilities Plan.</li> <li>4. Adequate Capital Facilities must exist to accommodate the variance.</li> </ol>	<p><b>WDC 1.07.A</b> <b>To grant a variance(s) the city will determine whether the following conditions have been met:</b></p> <ol style="list-style-type: none"> <li>1. There are exceptional or extra ordinary circumstances or conditions that apply only to the property referred to in the application and not to other properties in the vicinity. These include, but are not limited to, size, shape, topography, locatation or surroundings. The granting of the application is necessary for the preservation and enjoyment of substantial property rights of the petitioner.</li> <li>2. The granting of the application will not under the circumstances of the particular case, adversely affect the health or safety of persons residing or working in the neighborhood of the property referred to in the application and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood or adversely affect the Comprehensive Plan.</li> </ol>
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**APPLICANT INFORMATION (if different than property owner)**       Authorized Agent

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION (same as applicant)**       Yes       No

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE INFORMATION (same as applicant)**       Yes       No

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Project Name (if applicable) \_\_\_\_\_  
Site Address: \_\_\_\_\_ Tax Parcel No: \_\_\_\_\_  
Full Legal Property Description: \_\_\_\_\_



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### PROJECT INFORMATION cont...

Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Existing Site Use: \_\_\_\_\_

Proposed Site Use: \_\_\_\_\_

Lot(s) Size: \_\_\_\_\_

What is the Comprehensive Plan Designation of the site? \_\_\_\_\_

What is the disposition of the existing uses and structures? \_\_\_\_\_

**VARIANCE TYPE:**       Type I       Type II/III

**Type I:** Is the variance being requested *up to 10 percent* of the numerical standards for the following: *setbacks, buffers, building heights, landscaping, lot coverage and lot dimensions, but not including lot area or density?* If so, list percentage of variance requested and standard(s) that apply. \_\_\_\_\_

**Type II/III:** Is the variance being requested *greater than 10 percent* of numerical standards listed above? If so, list percentage of variance requested and standard(s) that apply. \_\_\_\_\_

Is this application for a variance associated with other application(s) under the Winlock Development Code? If so, list the type of application it is associated with. \_\_\_\_\_  
*This variance application shall be subject to the highest number review procedure applicable to the combined applications.*

### ADDITIONAL SUPPLEMENTAL REQUIREMENT INFORMATION (identified in the Pre-Application Conference Summary)

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Checklist for a Variance Request Application: Submittal Requirements (1.030.050 WDC):

*The following materials will be required prior to a subsequent application being deemed technically complete:*

- Completed Application:** *incomplete applications will not be accepted.*
- Contact List:** name, mailing address, phone number and email of the property owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application.
- SEPA Checklist or EIS** *(if applicable)*
- Easements/Dedications:** proposed easements and/or dedications to the city or other agency *(if applicable)*
- Proof of Ownership:** copies of deed and/or policy or satisfactory commitment for title insurance.
- Pre-Application Conference Notes:** copy of the pre-application staff report(s) as required by the city's administration Ord. 756.03.
- Adjacent Property Owners:** provide the names and addresses of property owners within a 150-foot radius of the site.
  - **Note:** *property owners name(s) and address shall be printed on mailing labels and affixed to pre-stamped envelopes.*
- Lewis County Assessor's Office:** provide a statement by the assessor's office or title company certifying that the list is complete and accurate, based on the records of the Lewis County Assessors within 30 days of when the list is submitted.
  - **Note:** *if applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of the property within a 150 or 300-foot radius as provided above, of the edge of the property owned by the applicant adjoining or across a right-of-way or easement from the property.*
- Additional Applications:** Applications necessarily associated with the proposal, such as applications for exceptions, adjustments, or variances to dimensional requirements of the base or overlay zones or for modifications to the road standards that are required to approve the proposal.
- Wetlands Assessment:** wetlands delineation and assessment if required by Chapter 1.300 WDC, prepared, and signed by a qualified professional and an application for critical areas permit and associated preliminary plan, if required.
- Geotechnical Assessment:** study, prepared by a geotechnical engineer or geologist, licensed in the State of Washington, if any of the following apply:
  - *The city engineer determines that the applicant proposes to place substantial fill on the site, or*
  - *The site contains land identified by the city, Lewis County, or the State of Washington as having slopes more than 25 percent or as subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes.*
- Archaeological Pre-Determination:** if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources according to Lewis County Mapping Services.
- Critical Areas Assessment:** preliminary grading, erosion control and drainage plans consistent with applicable provisions of *Section 4 - Critical Lands*.



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- Utilities:** Information about proposed utilities, including water and sanitary waste.
- Additional Information:** any additional information required under REVIEW, above.
  - Preliminary Wetland Mitigation & Enhancement Plan (*if proposed*)
  - Riparian Habitat Mitigation Plan (*if proposed*)
- Professional Review Services:** a signed agreement to pay all outside professional review expenses related to the Land Use Application.

**Preliminary Map Requirements:**

*For electronic submittal, PDF from mapping program (preferred method). If hard copy, then two (2) copies of a map (18" x 24" survey at a scale of no less than 1" to 100 ft at minimum) from a licensed professional surveyor for review, with permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09*

- A label identifying the map as the correct land division type "Variance Request".
- A vicinity map, the date, and north arrow.
- Property dimensions and boundary lines
- Location of all existing and proposed lots, tracts, easements, rights-of-way.
- Location, size and height of all existing and proposed structures, storage areas, buffer areas, yards, open spaces, and landscaped areas, include the total square feet of ground area coverage.
- Existing lots, tracts, easements, rights-of-way, and structures abutting the site.

**FOR OFFICIAL USE ONLY**

APPLICATIONS	Date Req'd	Initial Rec	REQUIRED INFORMATION	Date Req'd	Initial Rec
<input type="checkbox"/> Type I <input type="checkbox"/> Type II/III			Contact List		
Completed Application			Easement/Dedications		
Pre-Application Conference			Proof of Ownership		
SEPA Checklist			Propert Owners List		
PTE Form			LC Assessor's Office Statement		
Additional Information:			Wetlands Assessment		
			Geotechnical Assessment		
			Archaeological Determination		
			Critical Areas Assessment		
			Utilities Information		
			Pre-Application Conference Notes		
			Professional Services Agreement		
			Site Plan		
<b>FEES</b>	<b>AMOUNT</b>		<b>Date Received:</b>		
Variance Request Fee	\$		<b>Received By:</b>		
Application Fee	\$		<b>Date Approved:</b>		
Plan Review	\$		<b>Permit #:</b>		
SEPA Fee	\$		<b>TOTAL Fees Due:</b>		
Professional Services Fee	\$		<b>Date Paid:</b>		
<b>TOTAL FEES:</b>	\$		<b>Receipt #:</b>		

**City Official Signature:** \_\_\_\_\_