



# Variance Request Permit Application Form

**PA-05**  
APPLICATION

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926  
(509) 962-7239 (Building) [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us) (509) 962-7231 (Planning) [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us)

A pre-application meeting is required prior to submitting a Variance application. A variance is a mechanism by which the city may grant relief from the zoning provisions and standards of the LDC, where practical difficulty renders compliance with the LDC an unnecessary hardship. Variance permits are subject to the Type III review process as set forth in Chapter 15.210 ECC.

Application Fee: \$500 (Pre-App Fee: \$500 may be applied here also)

In addition to the existing application fee, the applicant shall be required to pay a \$600 Hearing Examiner fee. If the Hearing Examiner fee is less than \$600, the difference shall be returned to the applicant. If the Hearing Examiner fee exceeds \$600, the additional cost shall be billed to and paid by the applicant.

The Planning Division will be unable to accept your Variance Application if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:	
Staff Person:	
Date Submitted:	
Fee Total:	
FILE #:	
Associated Permit File #:	

**PROPERTY OWNER:** (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**\*APPLICANT:**  Owner  Contractor  Tenant  Other \_\_\_\_\_

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**CONTACT PERSON:**  Owner  Contractor  Tenant  Other \_\_\_\_\_

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**PROJECT INFORMATION:**

Parcel Number(s) of Site:	
Site Address (if any):	
City Zoning Designation:	

**PROJECT INFORMATION:**

Ellensburg City Code 15.250.050 requires that application for variance may only be approved if/all the following criteria are satisfied. Please include responses at an attachment to this application

1. **Narrative project description (include as attachment):** Please include, at a minimum, the following information in the description: describe project size, location, and the provision of zoning code for which this variance is requested and the way in which you wish to vary from the code.

2. **A variance may be granted only when the following criteria are met (see ECC 15.250.050). Please describe in detail how each criteria is met for this particular request: (attach additional sheets as necessary):**

1. The variance is necessary because of the unique size, shape, topography, or location of the subject property;
2. The strict enforcement of the provisions of this title creates an unnecessary hardship to the property owner;
3. The subject property is deprived, by provisions of this title, of rights and privileges enjoyed by other properties in the vicinity and under an identical zone, however, the existence of similar nonconforming uses of neighboring lands, structures, or buildings in the same zone shall not be considered grounds for the issuance of a variance;
4. The need for the variance is not the result of deliberate actions of the applicant or property owner, including any past owner of the same property;
5. The variance is compatible with the comprehensive plan;
6. The variance does not create a health or safety hazard;
7. The granting of the variance will not be materially detrimental to the public welfare or injurious to:
  - a. The property or improvements in the vicinity, or
  - b. The zone in which the subject property is located;
8. The variance does not relieve an applicant from:
  - a. Any of the procedural or administrative provisions of this title, or
  - b. Any standard or provision that specifically states that no variance from such standard or provision is permitted, or
  - c. Use or building restrictions, or
  - d. Any provisions of the critical areas development standards except as provided in Division VI;
9. The variance from setback or height requirements does not infringe upon or interfere with easement or covenant rights or responsibilities;
10. The variance does not allow the establishment of a use that is not otherwise permitted in the zone in which the proposal is located; and
11. The variance is the minimum necessary to grant relief to the applicant.

3. **Site Plan Requirements:**

- The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.
- The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.
- Show present and additional "off-street" parking, if required.

(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

**Signature of Legal Owner:**  
(or Authorized Agent)

**Date:**