

MAJOR VARIANCE APPLICATION – TYPE III

Property address or general location (cross-streets):		<u>Office Use Only</u> Permit # _____ Associated Permits: _____ _____ _____
Legal Description (or Tax #): Addition: _____, Block(s): _____, Lot(s): _____, Tax # _____		
Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	
Briefly explain what is being requested, and why. Describe how it will be accomplished, what standards will be maintained, and what improvements will be made.		
<p><i>Please answer each of the following 9 questions. These are the approval criteria used to review the Variance. Attach additional sheets if needed. If the Variance request is associated with a modification to the number of on-site parking spaces required for a development proposal, please disregard the following and respond (as applicable) to the alternative approval criteria found at PTMC 17.86.065.</i></p> <ol style="list-style-type: none"> 1. Will the granting of the variance constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zoning district in which the subject property is located? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, explain: 2. Is the variance 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 zoning district in which the subject property is located? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, explain: 		

3. Will the granting of the variance be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district in which the subject property is located?
 No Yes. If yes, explain:

4. Do special circumstances of the subject property make the strict enforcement of the provisions of Port Townsend Municipal Code (PTMC) Title 17 an unnecessary hardship to the property owner?
 No Yes. If yes, explain:

5. Are the special circumstances of the subject property a result of the actions of the applicant?
 No Yes. If yes, explain:

6. Is the requested variance the minimum necessary to fulfill your purpose and need?
 No Yes. If no, explain:

7. How will the variance be consistent with the purposes and intent of PTMC Title 17?

8. How will the granting of the requested variance be consistent with the goals and policies of the Port Townsend Comprehensive Plan?

9. Do you understand that the fact that the property may be utilized more profitably will not be an element of consideration before the decision maker?
 No Yes.

Have any known wetlands or their buffers been identified on the property? No Yes

If yes, attach wetland report.

Are there any steep slopes (greater than 15%) on the property? No Yes

If yes, attach geotechnical report.

Are there any structures over 50 years of age on the property? No Yes

I verify the property affected by this application is in the exclusive ownership of the applicant, or the applicant has submitted the application with the written consent of all the owners of the affected property.

Print Name: _____

Signature: _____ **Date:** _____

See attached for details on plan submittal requirements and cost.

For more information, see Port Townsend Municipal Code Chapter 17.86,
or the website: <http://www.cityoft.us/>



Major Variance Application Submittal Requirements CHECKLIST

- Completed Major Variance application form (Page 1 and 2)

A major variance is a proposal beyond that of a minor variance. A minor variance is defined in the Port Townsend Municipal Code section 17.08.060 as:
A. Up to five percent below the minimum lot size and/or lot width for infill development;
B. Up to five percent below the minimum lot area for planned unit developments (PTMC [17.32.030](#));
C. Up to a 20 percent reduction of one setback in the residential zoning districts (PTMC [17.16.030](#)).
- Application fee:
Type III: - **\$3034.50 plus \$475.00 Notice Fees = \$3509.50**
An additional \$100 dollars may be charged if two notices are required. Fees include \$50.00 signboard deposit and \$500.00 toward Hearing Examiner fee. Actual Hearing Examiner fees will be charged, so money may be refunded or due.
- Current **list of tax parcels and their owners** within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on two sets of mailing labels. (City will supply envelopes.)
- Four copies of a site plan** showing for the affected property the location of:
 - Existing lots
 - Location and dimensions of all existing or proposed structures/improvements
 - Building floor space (existing and proposed, if applicable)
 - If there are existing structures on-site, show and calculate the total amount of impervious surfaces (i.e. building roof areas, driveways) in square feet and current method of stormwater management (i.e. downspouts, drywells, etc.).
 - Adjacent streets, alleys, driveways and off-street parking
 - All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
 - The location of any critical areas and/or buffers as described in PTMC 19.05, including all floodplains, lying within or adjacent to the proposed variance; Critical Areas special reports where required by (PTMC 19.05 - Critical Areas)
 - North Arrow and scale
- Photocopy of the property deed
- Photocopy of the plat map. See <http://www.co.jefferson.wa.us/assessors/parcel>
- If on-site wastewater (septic tanks) disposal exists, or is proposed under the limited circumstances where city code does not require connection to the city's municipal sewer system, the applicant shall provide written verification from the Jefferson County Environmental Health department that the site is adequate to accommodate an on-site sewage disposal system.
- SEPA permit application will be required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are located in a critical area. Critical Area maps are available at the PCD office or on the website.

