

MINOR VARIANCE APPLICATION – TYPE II

Property address or general location (cross-streets): 		<u>Office Use Only</u> Permit # _____ Associated Permits: _____ _____ _____ _____
Legal Description (or Tax #): _____ Addition: _____, Block(s): _____ Lot(s): _____		
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>The Director of Planning & Community Development may grant a minor variance if it is shown that the proposal is consistent with the criteria in subsections A through F below.</i></p> <p><i>Please provide a written response for each of the following minor variance criteria. Attach additional sheets if needed.</i></p> <p>A. The proposal does not detract from the desired character and nature of the vicinity in which it is proposed;</p> <p>B. The proposal is consistent with the existing land use pattern with regard to the standard being varied;</p>		

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C. The proposal does not interfere with or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district it occupies;

D. The proposal does not constitute a threat to the public health, safety and general welfare within the city;

E. The proposal is minor in nature and would not 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;

F. The proposal does not result in an increase in the allowable density available for the proposal prior to the application; and

G. For applications involving a minor variance from the minimum lot area for planned unit developments, the special circumstances of the subject property are not the result of the actions of:

1. The applicant; and/or,
2. The prior owner(s) of the subject property if the special circumstances occurred less than a five-year period immediately preceding the date of the application for the minor variance.

Check box if "G" above is not applicable to the proposal.

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.cityofpt.us/>

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Submittal Requirements

CHECKLIST

- Completed Minor Variance application form (Page 1 and 2)
- Application fee:
\$841.86 (includes the mailing fee and refundable Notice Board fee)
A minor variance is one that would permit one of the following:
 - 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](#)).
- 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.)
- Three 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.

