



CHELAN COUNTY INFORMATION MATERIALS FOR A VARIANCE APPLICATION

This packet is designed to assist you in preparing your application for a variance. Applications may be submitted to the Chelan County Building, Fire Safety and Planning Department, 411 Washington St., Wenatchee, WA 98801 between 8 a.m. and 5 p.m. Monday through Friday, expect holidays.

Contact the Planning Department to determine land use zoning and setbacks. Please provide the following information at the time of submittal. If any of this information is not provided we will be unable to process your application.

- ☐ **A completed variance application form**
- ☐ **Applicable non-refundable fees (Including Planning and Health District Review and processing fees, and receipt number for Public Work's fees)**
- ☐ **Assessor's Parcel Map**
- ☐ **Vicinity Map**
- ☐ **Complete Site Plan – Please submit your site plan on 11" x 17" or 8 ½" x 11" paper. If your proposal requires a larger site plan please supply twelve copies of the plan.**

Section 11.95.010: 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, create lots with less than the minimum lot size required by the district, increase densities above that established for that district, or reduce/eliminate standards of other titles of the Chelan County Code.

NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR VARIANCE WILL BE APPROVED.

Upon receiving an application a file will be setup and within 28 days after receiving the application the applicant will receive a written determination of completeness. After issuing the determination of completeness the department will issue a notice of application and appropriate application materials will be routed to the necessary reviewing agencies. Each agency will review your application and provide the planning department with a list of comments and/or items that you must provide in order to obtain their approval of the variance. A notice of application will be posted at the site, published

and sent to surrounding property owners within 300 feet of the action. There is a 14-day comment period for the notice of application.

An open record hearing date is set before the Chelan County Hearing Examiner and the applicant notified of the date, time and place of the hearing. Testimony both for and against the proposal will be taken and the applicant will be able to provide rebuttal to all testimony presented. The Hearing Examiner then has ten days to approve, approve with conditions, or deny the application.

Any questions regarding this process should be directed to the Chelan County Building, Fire Safety and Planning Department, (509) 664-5225. Our office hours are 8 a.m. to 5 p.m. Monday through Friday except holidays.

JURISDICTIONS TO BE CONTACTED

Chelan County Building and Planning Department
411 Washington St., Wenatchee, WA 98801
(509) 667-6225

Chelan/Douglas Health District
200 Valley Mall Parkway, East Wenatchee, WA 98802
PO Box 429, Wenatchee, WA 98807
(509) 886-6450

Chelan County Public Works
350 Orondo St., Wenatchee, WA 98801
(509) 667-6415

Chelan County Assessor
350 Orondo St., Wenatchee, WA 98801
(509) 667-6365

FOR DEPARTMENTAL USE ONLY

Date Received: _____	Date Stamp: _____
Received By: _____	
Received via US Mail: _____	
Accepted: _____	
Returned: _____	
Fees Paid: _____	
Receipt No: _____	
PW Receipt No: _____	

CHELAN COUNTY
VARIANCE APPLICATION (Rev. 6/27/01)

This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to CCC 14.08.030, except variance, planned development, and rezone requests.

SECTION I: APPLICANT INFORMATION

1. If an amendment, relate to Application/File # _____
2. Identify Use or Activity for which the permit is requested: _____
3. Project Name: _____
4. **Applicant:** _____ Phone: _____
 Address: _____ Bus. Phone: _____
 City & State: _____ Zip Code: _____
5. **Owner:** _____ Phone: _____
 Address: _____ Bus. Phone: _____
 City & State: _____ Zip Code: _____
6. **Owner:** _____ Phone: _____
 Address: _____ Bus. Phone: _____
 City & State: _____ Zip Code: _____
7. **Contractor:** _____ License #: _____
 Address: _____ Phone: _____
 City & State: _____ Zip Code: _____
8. Detailed Description of Request: _____

SECTION II: PARCEL/SITE INFORMATION

9. Site Address: _____
10. Assessor's Parcel Number(s): _____
11. **Location:** Section: _____ Township: _____ Range: _____
Related Parcels: _____
12. Please give detailed driving directions to the site: _____

13. Legal Description (Attach legal description unless lot and block): Attach a copy of the **Assessor's Parcel Map**. _____
14. Zoning Designation: _____
15. * Comprehensive Plan Designation: _____
16. Are you located in an urban growth area? _____
17. What is the current use of the site? _____
18. Identify existing structures and improvements on site: _____

19. Is the site near an airport? _____
20. Is the site within a 100-year flood plain? _____
21. Are there wetlands, water bodies, rivers or streams on the site or within 200 feet of the site?
If yes, identify: _____
22. * What is the Shoreline Environment Designation? _____
23. Are there steep slopes on the site? _____
24. * Is the site in a Fish and Wildlife Habitat Conservation Area? _____
25. Are there any known cultural or archeological resources on the site? _____
26. Will landfill be required? _____ If yes, Approximate cubic yards _____

*Please contact or come in to the planning department with an assessor's parcel number and map to determine this information.

27. Will excavation be required _____ If yes, approximate cubic yards _____
28. Are there drainage ways on site or within 1000 feet of the site? _____
29. Are there any geologically hazardous areas on the site or within 1000 feet of the site including the following:
Snow avalanche areas _____
Areas susceptible to erosion _____ Landslide hazardous areas _____
Areas of historic slope failure _____ Seismic hazard areas _____
30. Is the site located on an alluvial fan or within 1000 feet of any alluvial fan? _____
31. Are slopes on site in excess of 45 percent or is the site within 1000 feet of any area with a slope of forty five percent or steeper? _____
32. Are there any springs, seeps, ponds or wetlands on the site? _____
33. What is the average grade of the site? _____
34. Identify the School District in which the property is located: _____
35. Identify the Fire District in which the property is located: _____
36. Identify the Irrigation District within the site is located: _____
37. Please describe adjacent land uses in all directions around the subject property:

North: _____
South: _____
East: _____
West: _____
38. Roads: Name of the road(s) the property fronts on _____
(contact the Public Works department if you have any questions)
Identify type of Road:
County Road ☐ Primitive County Road ☐ Private Road ☐
Driveway ☐ Forest Service Road ☐ State/US Highway ☐
Access Easement ☐

Width of existing road surface: _____
Type of existing road surface: Paved/two shot ☐ Asphalt ☐
Gravel ☐ Dirt ☐

39. Lot Size and Dimensions: _____

SECTION III: UTILITIES

The site/proposal will be or is served by:

40. Water:

Well ☐ Private System ☐ Public System ☐ City System ☐

Identify Provider: _____

Is site in a water district? _____ If yes, identify _____

41. Sanitation:

Septic ☐ Sewer System ☐

Identify Provider: _____

42. Power:

Is electrical power available to the site? _____

If yes, identify provider: PUD ☐ REA ☐

43. Phone: Yes ☐ No ☐ Name of utility: _____

44. Natural Gas: Yes ☐ No ☐ Name of utility: _____

45. Cable: Yes ☐ No ☐ Name of utility: _____

46. Irrigation: Yes ☐ No ☐ Name of Provider: _____

47. Private Irrigation Yes ☐ No ☐

48. Number of water shares _____ Are water shares to be divided? _____

49. Garbage Service Yes ☐ No ☐ Name of Utility _____

50. Nearest town or city: _____

SECTION IV: GENERAL INFORMATION

51. Has site preparation been started on the site? If so, explain to what extent. _____

52. If the proposal is commercial or industrial, what are the hours of operation? _____

53. What type of landscaping, fencing and buffering will be used to shield the proposed use from adjoining properties? _____

54. Do you have any plans for future additions, expansions, or further activity related to or connected with the proposal? Explain. _____

55. Are there any other applications pending for governmental approvals for this or other proposals affecting the property covered by this proposal? _____ If yes, please list. _____

56. Please provide a development schedule with the approximated dates that you propose to commence and complete construction. _____

SECTION V: VARIANCE CRITERIA

1. Description of proposed variance (include an explanation of the hardship).

Section 11.95.030 of the Chelan County Zoning Resolution states that no variance shall be granted unless it can be shown that all of the following conditions exist:

2. 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 and shall not constitute a grant or special privilege. _____

3. 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. _____

4. The hardship asserted by the application is not the result of the applicant's or the owner's action. _____

5. The authorization of the variance shall not be materially detrimental to the public welfare and safety, 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 the comprehensive plan. _____

6. The hardship asserted by the application results from the application of this title to the property. _____

In order to be accepted for a Determination of Completeness, all land use permit applications must include a complete application, including an Assessor's parcel map, vicinity map that identifies the boundaries of the subject property and all properties within a one mile radius, a complete site plan, all applicable fees and applicable review criteria questions specific to each category of permit application.

SECTION V: AUTHORIZATION

I hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Applicant Name: _____ Parcel # _____

Applicant Signature: _____ Date: _____

(If person other than property owner is the applicant,
an ownership certificate must be signed, and notarized)

SECTION VI: OWNERSHIP CERTIFICATION
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IF A PERSON OTHER THAN THE PROPERTY OWNER IS SIGNING THIS APPLICATION, AN OWNERSHIP CERTIFICATION MUST ALSO BE SUBMITTED.

I, _____ here by certify that I am the major property owner, authorized agent, or officer of the corporation owning property described in the attached application and I have familiarized myself with the rules and regulations of Chelan County with respect to making this application and that the statements, answers and information contained therein are in all respects true and correct to the best of my knowledge and belief. Further, I posses full legal authority and rights necessary to exercise control over the subject property.

I certify or declare under penalty of perjury under the lows of the State of Washington that the foregoing is true and correct.

Address _____

City and State _____ Zip Code _____

Phone _____ Signature _____

Date _____ for _____

(Give corporation or company name)

At _____

(Here signator must state place of signing
which may be different than address.)

ACKNOWLEDGEMENT

State of Washington }
 }
Chelan County }

On this day personally appeared before me _____ to be known the individual described in and who executed within and foregoing instrument and acknowledge to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposed therein mentioned.

NOTARY PUBLIC in and for the
State of Washington
Residing in _____
Date: _____

SITE PLAN CHECKLIST

- ☐ Must be drawn to a standard engineering scale not to exceed 1" = 100'. Indicate the scale used. Must include North arrow.
- ☐ Boundaries (all property lines), dimensions, and area of lot/parcel (square feet or acreage).
- ☐ Land features such as top and bottom of slopes, direction of slope, ravines, location of wetlands, streams, lakes, rivers, ordinary high water mark of shoreline areas, fish and wildlife habitat.
- ☐ Location, size, and purpose of all existing structures (temporary or permanent) and proposed structures. Include outdoor lighting and signage. Label each as existing or proposed.
- ☐ Existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- ☐ Locations, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc.
- ☐ Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.
- ☐ Distance between property lines and existing/proposed buildings and distances between buildings.
- ☐ Location and width of existing and proposed driveways/accesses serving each structure and any parking area. Include drainage facilities such as drains, detention ponds, catch basins etc.
- ☐ Width and name of roads bordering the property and indicate whether they are public or private.
- ☐ Indicate any and all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor's File number.
- ☐ Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines and any water body or wetland area.
- ☐ Indicate location of water lines, well, and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps onto your parcel.

I hereby certify that the information on this site plan is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided the application will not be accepted as a complete application.

Applicant Name: _____ Parcel #: _____

Applicant Signature: _____ Date: _____