



BENTON COUNTY PLANNING DEPARTMENT

INFORMATION HANDOUT FOR VARIANCE REQUEST APPLICATION

This packet is designed to assist you in preparing your application for a Variance Request. Applications may be submitted to the Benton County Planning Department, 1002 Dudley Avenue, Prosser, WA 99350, between the hours of 8 a.m. and noon and 1 p.m. and 5 p.m., Monday thru Friday or to the Benton County Building Department, 5600 W. Canal Place, Kennewick, WA 99336, between the hours of 9 a.m. to noon and 1 p.m. to 5 p.m. , Monday thru Friday.

Please provide the following information at the time of submittal. If any of the following information is not available we may not be able to process your application.

1. **A completed application form and applicable non-refundable fee.** Please be as specific as possible with regard to your proposed use on the application, you may use an additional sheet, if necessary.
2. **A detailed scaled drawing showing the following:** location of proposed and/or existing structure(s), access to the site, easements and the distance to the parcel lines and the area for which the variance is required. **Please see the attached sample site plan.**
3. **Written approval from the respective municipality** if the property will be served by a public water and /or sewer system.

NOTE: THE APPLICATION FEE IS NON REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.

THE FOLLOWING CRITERIA FOR A VARIANCE MUST BE MET:

Any variance granted shall be subject to such conditions as will ensure that the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated, and that the following circumstances are found to apply; (a) because of special circumstances applicable to subject property, including size, shape , topography, location or surroundings, the strict application of the zoning ordinance is found to deprive subject property of rights and privileges enjoyed by other properties in the vicinity and under identical zone classification; (b) that 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 subject property is situated.

Upon determining that you have submitted a complete application, a file will be setup and the application routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with their comments. A legal notice will be published in the paper and also sent to property owners within 300 feet of the proposed action.

VARIANCE APPLICATION
FILE NO. _____



For Office Use Only

1. Name and address of applicant: _____

Telephone number: Home: _____ Work: _____
2. Legal owners name and address: _____

Telephone number: Home _____ Work _____
3. Legal description or Parcel Number of property for which permit is for: _____

4. Section of the zoning ordinance under which it is claimed that a variance should be granted.(To be completed by the Planning Department). _____
5. A variance is being requested for the purpose of _____

6. What is the minimum variance that will alleviate hardship? _____

7. Are there special circumstances such as lot size, slope, topography or necessary size or shape of the building which prevent compliance with the zoning ordinance? If so, explain _____

8. Does strict application of the zoning ordinance deprive subject property of rights and privileges enjoyed by other properties in the vicinity and under the same zoning classification? If so, explain _____

9. The applicant shall attach a site plan of the property, drawn to a scale of one inch equals fifty feet (1"= 50') unless otherwise specifically approved by the Planning Department,

showing the following information.

PLEASE NOTE: See attached "sample" site plan.

- A. Dimensions of the property.
- B. Location and size of the proposed use, complete with distances between buildings and all property lines.
- C. Location and size of existing improvements, complete with distances, buildings and all property lines.
- D. All streets, roads, easements, and rights-of-way located on or adjacent to this property. (Label structures and roadways)

10. Zoning classification of property involved:_____

11. Total acreage - lot size involved:_____

COMMENTS OR PERTINENT INFORMATION:

I certify that the information given above is true and complete to the best of my knowledge.

PLEASE SIGN AND THEN PRINT YOUR NAME: Signatures of **all** persons holding an ownership interest in the real property area required. (Include Power of attorney when signing for others.)

Applicant's Signature	PRINT NAME	Date
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Legal Owners Signature	PRINT NAME	Date
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Other's Ownership Interest	PRINT NAME	Date
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NOTE: THE VARIANCE REQUEST FEE OF \$250.00 MUST BE SUBMITTED WITH THE APPLICATION. THIS FEE IS NON-REFUNDABLE. PLEASE MAKE THE CHECK PAYABLE TO THE BENTON COUNTY TREASURER. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.

SITE PLAN FOR: _____

Scale: 1" = 50' or 1" = 100'

Please Specify

