

VARIANCE (VAR) Application Procedure

IN THIS PACKET:

- Application Procedure
- Variance Hardship form
- Land Use Application
- Site Analysis Form
- Statement of Adjacent Landowners
- Site Plan Requirements
- Site Plan Example

SUBMIT THE FOLLOWING:

- Completed "Permit Application" form
- Fee
- Site Plan
- Photos of the site

PROCESS:

1. Planning staff reviews application for completeness.
2. When planning staff determines that application is complete, the application is accepted (vested) and sent to departments/agencies for comment.
3. The Variance is placed on the Board of Adjustment agenda for its next available meeting. The Board meets on the third Tuesday of each month. Deadline for consideration by the BOA is always the last day of the month. The next BOA meeting at which an application may be considered will be **at least** 30 days from the date of application.
4. Applicant is responsible for conspicuous posting of notice and completion of "Affidavit of Posting".
5. Notice of application sent to adjacent landowners.
6. Notice of application and Board of Adjustment meeting published in Okanogan County's legal newspaper (The Omak-Okanogan Chronicle) **at least** 10 days prior to meeting date.
7. Planning staff prepares for Board of Adjustment members.
8. Public hearing with Board of Adjustment. (The applicant should be there to answer questions from the Board.)
9. Letter sent to applicant announcing Board's decision.
10. The appeal period for the land use decision under 36.70C.040 Section 3 is 21 days.
11. Appeal of Board's decision is to Superior Court of Okanogan County.

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LAND USE APPLICATION FOR CITIES, COUNTIES AND THE COLVILLE CONFEDERATED TRIBES

(The City/County/Tribes may require that additional application forms be completed)



PROJECT TITLE: _____

Total Fees Paid \$ _____ **Receipt #** _____ **Initials** _____

THIS APPLICATION IS FOR (check one):

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Short Form Development Permit	<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Short Subdivision (4 or fewer lots)	<input type="checkbox"/> Subdivision (5 or more lots)
<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Petition for Rezone or Code Amendment	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Flood Plain Development Permit	<input type="checkbox"/> Shoreline Development Permit or Exemption	<input type="checkbox"/> Other (specify) _____ _____

APPLICANT INFORMATION:

SURVEYOR OR AGENT INFORMATION:

Name: _____ Name: _____
Mailing Address: _____ Mailing Address: _____
City/State/Zip: _____ City/State/Zip: _____
Phone: _____ Phone: _____

NAME AND ADDRESS OF PROPERTY OWNER, IF DIFFERENT FROM APPLICANT ABOVE:

Name: _____ Phone: _____
Address: _____ City/State/Zip: _____

CHECK ONE: Colville Tribal Member (Enrollment number _____) **OR** Non Tribal Member

CHECK ONE: Within the boundaries of the Reservation **OR** Outside the boundaries of the Reservation

TOWNSHIP _____ **RANGE** _____ **SECTION** _____

CHECK ONE: Trust land [allotment number(s)] **101--** _____ **101--** _____
 Fee Land [10 digit parcel number(s)] _____

This property is located within the _____ ZONING DISTRICT

↓FOR OFFICIAL USE ONLY↓

After reviewing all relevant information about this land use application, the reviewing agencies hereby agree that

The Colville Tribes Okanogan County Municipality of _____ will be the permitting agency.

Signature _____ Date _____
Authorized Colville Tribal Representative

Signature _____ Date _____
Authorized County Representative

Signature _____ Date _____
Authorized City Representative

PROJECT INFORMATION:

Brief Description of Proposal (kind of use, size, # of units, method of water supply and sewage disposal, etc.): _____

General Description (miles from nearest town, water body, highway, etc. Vicinity map may be attached): _____

Current Land Use, Comprehensive Plan, Shoreline, Flood and Zoning Designations: _____

Name of Irrigation District: _____

Electrical Service Provider: _____

Name of Water System: _____

Name of Local Telephone Company: _____

Point of Legal Access (existing or proposed): _____

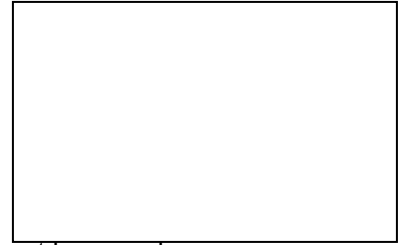
Please attach any other plans, specifications, or information as required by ordinance or guidelines.

Please see specific site plan requirements for Okanogan County applications.

SIGNATURE BLOCK

I am the applicant name on the reverse page and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

Signature _____ Date _____



SITE ANALYSIS APPLICATION

Applicants must supply the following information to initiate a site analysis:

- ✓ A site plan map with project site
- ✓ Landowner's signature under disclaimer at the bottom OR Landowner Consent Form must be signed
- ✓ \$75 fee for application fee; \$35 for new address (*) There will be additional fees if a site visit is required

The **Physical Address will be verified** or assigned when this application is turned into the Planning Dept.

For office use only:
Fee Paid \$ _____ Receipt # _____ Address Verified _____

ALLOW A MINIMUM OF TWO WEEKS FOR REVIEW OF THIS APPLICATION

I am requesting this analysis for:

A Building Permit Manufactured Home Permit Ag Exempt Building

Determination of wetland/Floodplain designation Review of Land Use Proposal

*Landowner Name: _____ Phone #: _____ (Daytime)
*Mailing Address _____ City/ZIP _____ #: _____ (Cell)
Email Address: _____
*Parcel # (Assessor's 10-digit): _____ Township _____ Range __ Section_
*911/Physical Address: _____
General Location: _____
Contractor/Agent Name/Phone: _____
*Applicant Signature: _____

*PROJECT: Home/cabin/Man. Home Garage Garage w/apartment Barn Carport
 Deck Shop Addition Remodel Other _____

Is project site located within two miles of an Airport? (check one) Yes: No:

*Structure Dimensions: _____ *Structure Height to peak: _____

AG Exempt NO YES Bldg. Official initial _____

Planning will not process a proposed AG Exempt building until a Building Official has reviewed the proposal and initialed this application

*DESCRIBE PROJECT USE: _____

*List existing structures & square footage: _____

Additional information/requests? _____

*Wetland typing and/or delineation will incur actual cost of service (see fee schedule). Mapping, GPS, and/or other special needs will incur actual cost of service. The County may require that the applicant contract with an approved/certified specialist to provide required analysis in which case only the review costs associated with the analysis will be assessed.

Copy given to GIS for Addressing
Date: _____ Initials: _____

New Address provided to Owner
Date: _____ Initials: _____

SITE PLAN REQUIREMENTS

Draw site plan on a separate sheet of paper; Site plans must include drawings of:

Required Items

- Measurement of proposed structures to all property lines.
- Measurement from proposed building to critical areas.
- Measurement of the distance between driveway and nearest property line.
- Landowners name and ten digit parcel number.
- North arrow.
- Any driveways, roads or streets and their names
- All existing and proposed structures and distance between buildings.
- Critical areas (streams, rivers, ponds, wetlands, floodplain, etc.)

Items not required but helpful to the Planning Department:

- Aerial Photo of parcel(addressing)
- Subdivision name and CC&R's for properties within subdivisions
- A copy of the Development Agreement for properties within a Planned Development

Disclaimer: This form and review does not vest an application for any type of permit nor is it final approval for any project. Changes in federal, state, or local law, code, or rule may invalidate the findings/determinations of this analysis. Final approval will be given only after a complete application is submitted fees are paid and final review by the Building Department, Planning Department, Health District and/or other departments. I understand and acknowledge this disclaimer. To the best of my knowledge, this site plan depicts accurate structure placement, distances, roads, driveways, land features, and other pertinent development information for my proposal. **The site analysis findings are valid for a period of 12 months from the date received unless otherwise vested by a building or other development/construction permit.**

Example of Site Plan

