



**CITY OF LACEY**  
 Community & Economic Development Department  
 420 College Street SE  
 Lacey, WA 98503  
 (360) 491-5642

**OFFICIAL USE ONLY**

Case Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Related Case Numbers:

\_\_\_\_\_

\_\_\_\_\_

**VARIANCE PERMIT  
 APPLICATION**

**OWNER NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE(S)**

I (We), the above-signed, do hereby affirm and certify, under penalty of perjury, that I/we am/are one (or more) of the owner(s) under contract of the below described property and that the following statements and answers are in all respects, true and correct on my information and belief as to those matters.

**APPLICANT NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ENGINEER/ARCHITECT NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**SUMMARY OF REQUEST (List Type of Uses):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY LOCATION**

[ ]North [ ]South [ ]East [ ]West Side of \_\_\_\_\_ between \_\_\_\_\_  
(ROAD NAME)  
and \_\_\_\_\_  
(ROAD NAME)  
**Property Address:** \_\_\_\_\_  
**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Assessor's Parcel Number:** \_\_\_\_\_  
**Full legal description of subject property:** \_\_\_\_\_  
(ATTACH SEPARATE SHEET IF NECESSARY)  
\_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY.  
IF ADDITIONAL SPACE IS NEEDED, ATTACH EXTRA PAGES TO THE APPLICATION**

1. List the provision(s) of the Zoning Ordinance from which you are seeking a variance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Floor space of buildings

Existing: \_\_\_\_\_  
Addition: \_\_\_\_\_  
Entire: \_\_\_\_\_

3. How many cars may be parked off the street on the site: \_\_\_\_\_

Describe other parking provisions: \_\_\_\_\_

4. What are the exceptions or extraordinary circumstances which lead the applicant to believe he is entitled to a variance: \_\_\_\_\_

5. What characteristics of your property prevent it from being used for any of the uses permitted in your zone (also illustrate on the site plan)?

Too Narrow \_\_\_\_\_ Elevation \_\_\_\_\_ Soil \_\_\_\_\_

Too Small \_\_\_\_\_ Slope \_\_\_\_\_ Subsurface \_\_\_\_\_

Too Shallow \_\_\_\_\_ Shape \_\_\_\_\_ Other \_\_\_\_\_

6. Is the change you are requesting for a use not permitted in the zoning district?  Yes  No

Explain: \_\_\_\_\_

7. What are the special conditions of your land which lead you to believe you are entitled to a variance? \_\_\_\_\_

8. To the best of your knowledge, can you affirm that the hardship described above was not caused by an action of anyone having property interests in the land after the Zoning Ordinance or applicable part thereof became law?  Yes  No If no, explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to Variance):

9. If your variance request is granted, would it confer upon you a special privilege that is denied other lands in the same district?  Yes  No Explain: \_\_\_\_\_

10. How will the granting of the variance be in harmony with the neighborhood and not be detrimental to the public welfare or to properties in the vicinity? \_\_\_\_\_

11. Is this the minimum variance that will make possible the reasonable use of the land?  Y  No

Explain: \_\_\_\_\_

12. How will the granting of the variance be in harmony with the purpose and intent of the zoning ordinance? \_\_\_\_\_

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**TWELVE (12) COPIES OF THE SITE PLAN DRAWING AND APPLICATION SHALL BE SUBMITTED, WHICH MUST INCLUDE ALL OF THE FOLLOWING:**

**NOTE: The site plan must be at a scale of not less than 20 feet to an inch and not more than 100 feet to an inch.**

1. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets. Include setbacks from property lines.
2. The boundaries of the property proposed to be developed.
3. All means of vehicular and pedestrian ingress and egress to and from the site, and size and location of driveways.
4. The location and design of off-street parking areas showing their size and locations for internal circulation and parking spaces.

Variations are for the modification of size, dimension or design requirements of a zoning district in situations where unusual physical conditions of the property, such as shape or topography, make it impossible or unduly difficult to meet requirements of the zoning district. The power to vary is limited to the minimum change necessary to overcome the inequality inherent in the property. Variations are not for the purpose of permitting a use prohibited or not permitted in the district.

Variations are granted only when the following specific circumstances exist:

1. The change must not constitute a rezone; that is, it must not be for a use not permitted in the district.
2. Special physical conditions must exist on the property, which makes literal application of zoning requirements impossible to meet, or which cause undue hardship.
3. The special conditions peculiar to the property must not result from actions of the applicant.
4. The variance must not confer a special privilege that is denied to other properties in the same district.