



Development Services Department
 55 E. Moore Street
 Walla Walla, WA 99362
 (509) 524-4710
permits@wallawalla.gov

VARIANCE APPLICATION

(payment: check, cash or credit/debit card) **No Refunds on application fees.**
All legal advertising fees will be billed to the owner directly by the Union-Bulletin.

Applicant: _____ Phone #: _____
 Applicant contact email address: _____
 Site Address: _____ and parcel# _____
 Property Owner: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____

Describe what Municipal Code section you are requesting a variance from: _____

Required documents:

To approve your request, the Hearing Examiner/Director must find that your proposal meets five main criteria. As the applicant, it is your responsibility to provide all the information, which shows that your proposal meets these criteria. The requested information below is based on these criteria. Please answer each one as completely as possible on a separate attachment.

1. What exceptional or extraordinary circumstances apply to the property itself such as lot size, shape, or topography, which do not apply generally to other properties in the same zone or vicinity, and result from a situation over which the applicant has no control?
2. How is the variance 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 zone or vicinity?
3. How will the granting of the proposed variance not be materially detrimental to property within the vicinity in respects such as: public safety, traffic, noise, health and sanitation, and hours of operation? How will the granting of a Variance not constitute a grant of special privilege inconsistent with the limitations on other properties in the same zoning district?
4. How can it be shown that a material hardship unwarranted within the intent of this Code will exist if the variance is not granted, and that the hardship cannot be remedied by other means? Describe how the hardship demonstrated must not be self created, and must relate to the land itself and not to problems personal to the applicant. Note: the variance permitted shall be the minimum variance, which will mitigate the hardship.



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5. How will the authorization of the variance not adversely affect implementation of the Walla Walla Comprehensive Plan as amended?

Additional Submittal Requirements:

- A. A scaled site plan indicating the following:
 1. All existing and proposed lot line dimensions.
 2. Exact location of all existing and proposed structures.
 3. Setbacks (in feet) of all structures, sign, fences, etc. from existing and proposed lot lines.
 4. Easement and right-of-way locations.
 5. Points of ingress and egress.
- B. Any other information determined necessary by the Director to adequately review the proposal.

Signature of owner, owner's authorized agent, or contractor (circle one)

I certify, by my signature, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.