



# TOWN OF WILKESON VARIANCE APPLICATION

FOR TOWN USE ONLY	
Date received:	
Fee Paid:	
Receipt#:	
Received by:	

## APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application?

\_\_\_\_\_  
Applicant's Sigr \_\_\_\_\_ Date \_\_\_\_\_

**Owner's name** \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*I (We) grant the above applicant permission to use my (our) property in the manner described in this application*

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Representative's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*We, the above signatories attest under penalty of perjury that the information in this application is true and accurate. We also understand that it is our responsibility to understand and comply with all applicable federal, state and local regulations.*

**CONTACT PERSON/ENTITY**

Please designate a single person entity to receive determinations and notices from the Town

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/FAX \_\_\_\_\_

**GENERAL INFORMATION**

Project Address/Location \_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_

Current zoning \_\_\_\_\_

Current Land Use \_\_\_\_\_

**SPECIFIC VARIANCE REQUEST** (Attach additional pages and drawings as necessary).

Please respond in detail to the following questions:

Briefly describe the proposed project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify the specific section(s) of the zoning ordinance from which you are requesting a variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Variations will only be granted when the applicant demonstrates that the following:**

- 1 Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structure, or buildings in the same district; and the special conditions and circumstances are not the result of the owner's actions. (Please identify and explain how these special circumstances affect the proposal.

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- 2 Literal interpretation of the provisions of the zoning ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district. (Please explain)

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- 3 The granting of the variance will not confer on the applicant any special privilege that is denied to other lands, structures or buildings in the same district. (Please explain)

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- 4 The granting of the variance will not be injurious to the neighborhood or otherwise detrimental to public welfare. (Does this set a precedent? Has the proposal been designed to minimize the effect on adjacent property?)

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**TOWN OF WILKESON**  
**VARIANCE APPLICATION**

**18.08.04 Variances**

- A. Decision of the Planning Commission is a recommendation to the Town Council
  - 1 Applicant files variance application and SEPA checklist
  - 2 Variance application and SPA check list fee is paid
  - 3 SEPA threshold determination is made by the Town Planner
  - 4 Application completeness notice is issued by the Town Planner
  - 5 Notice of application is posted
  - 6 Town Planner prepares report and recommendation on the variance
  - 7 Planning Commission sets date, time and place for public hearing
  - 8 Public Hearing is published as a legal notice and is posted in public places
  - 9 Applicant and all property owners within 300 feet are notified of the variance application and public hearing by letter
  - 10 Signs of variance application and pending action is placed on the subject property
  - 11 Planning Commission conducts a public hearing on the variance and established a record
  - 12 Planning Commission conducts a public hearing on the variance application.
  - 13 Planning Commission forwards its decision on the variance to the Town Council
  
- B. Decision of the Planning commission is forwarded to the Town Council
  - 1 Town Council puts the Planning commission report on their agenda
  - 2 All parties of record are notified of the Town Council pending action
  
  - 3 Town Council reviews the Planning Commission recommendation. New information is not permitted. This is not a public hearing. Public is not allowed to initiate to speak on the variance. The Town Council can ask the Planning Commission, the Town Planner, the applicant or the public questions
  - 4 Town Council makes a decision on the variance
  - 5 Town Council decision on the variance is published, posted and mailed to persons of interest
  - 6 Town Council decision on the variance can be appealed to the Pierce County Superior Court