



CITY OF RIDGEFIELD

City Hall
230 Pioneer Street
Ridgefield, WA 98642
Tel: (360) 887-3557
Fax: (360) 887-0861
www.ci.ridgefield.wa.us

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

RECEIVED BY: _____
FEE PAID: _____ **CHECK/CASH:** _____
DATE SUBMITTED: _____

DEVELOPMENT APPLICATION- VARIANCE

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

EXISTING USE OF SITE: _____

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSED DEVELOPMENT ACTION: _____



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VARIANCE SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL VARIANCE APPLICATIONS

- A. APPLICATION FORM.** Provide one (1) **completed** application form with original signature(s).
- B. CHECKLIST.** Provide one (1) **completed** copy of this submittal checklist.
- C. WRITTEN STATEMENT.** Provide a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
- Address all applicable provisions of Chapter 18 (Development Code).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria identified in Section 18.350.050 A-E in the City's *Development Code* (Title 18), attached.
- D. \$2,100 FEE or \$1,050 FEE IF IN CONJUNCTION WITH AN APPLICATION THAT REQUIRES A PUBLIC HEARING PLUS HOURLY RATES MAY BE APPLIED,** as established by the City Council. Make checks payable to the City of Ridgefield.
- H. SITE PLAN,** All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

I have provided all the items required by this submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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VARIANCE - APPROVAL CRITERIA

THE BURDEN OF PROOF IS ON THE APPLICANT TO DEMONSTRATE COMPLIANCE WITH THE DECISION CRITERIA BELOW. A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA. AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Variance shall address compliance with all of the following Approval Criteria as specified in 18.350.050 of the Development Code:

- A. Unusual circumstances or conditions apply to the property and/or to the intended use that do not apply generally to other property in the same vicinity or district.
- B. The proposed variance is necessary for the preservation and enjoyment of substantial property right to the applicant which is possessed by the owners of other properties in the same vicinity or district.
- C. The authorization of the proposed variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which property is located.
- D. The granting of the proposed variance is necessary to realize specific goals and policies of the RUACP and CFP, and will not adversely affect any goal or policy in the RUACP or CFP.
- E. The variance is required to comply with other regulatory schemes, for example, state licensing, and subsections B, C, and D of this section are satisfied.