



6000 Main St. SW, Lakewood, WA 98499  
 Phone: (253) 512-2261

# Administrative Variance Application

Application Fee: \$400.00  
 Technology Fee: \$8.00

Number Required:	Description of Required Documents:	Required:
2	Administrative Variance Application	A
1	Variance Fee	A
1	Owner/Application Affidavit of Posting Form*	A
2	<i>Required Findings</i> for granting a variance (see "4" in submittal description)	A
4	Site Plan (See CDD Handout #4)	A
4	Architectural Plans	A
1	8 ½" x 11" Reduced Site Plan	A

4	Landscaping Plan (See CDD Handout # 2)	M
2	Tree Retention Plan	M
4	SEPA Environmental Checklist Application	M
1	Lease Agreement/Letter of Approval	M

A=ALWAYS REQUIRED.  
 M=MAY BE REQUIRED.

\* PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.



# ADMINISTRATIVE VARIANCE APPLICATION

**APPLICATION NAME:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**ADDRESS/LOCATION:** \_\_\_\_\_

**PIERCE COUNTY PARCEL NUMBER (S):** \_\_\_\_\_ **ACRES:** \_\_\_\_\_

**APPLICANT:** (mandatory)

Name: \_\_\_\_\_ Contact Person? Yes \_\_\_ No \_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**AGENT/ CONSULTANT/ ATTORNEY:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Contact Person? Yes \_\_\_ No \_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER 1:** (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER 2:** (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

**OFFICE USE ONLY:** APPLICATION #: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**SUBMITTAL DESCRIPTION: THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WITH APPLICATION SUBMITTAL:**

1. The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.
2. Administrative Variance Application fee.
3. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
4. Two (2) copies of answers addressing *LMC Section 18A.11.311 Required Findings* for granting an Administrative Variance:
  - a) That unique circumstances or conditions exist that are applicable to the land or buildings for which a variance is sought. Said circumstances or conditions are peculiar to such land or buildings and do not apply generally to the land or buildings in the area. The Hearing Examiner or Director may consider legal, nonconforming aspects of existing structures for the purpose of this finding.
  - b) That proof exists of undue hardship if the variance is not granted. It is not sufficient proof of hardship to show that a greater profit would result if a variance were granted; nor shall loss of value be a valid reason to grant a variance. Furthermore, the hardship cannot be self-created, nor can it be created by actions of a property owner or a previous property owner who purchases property with or without the knowledge of restrictions present. The hardship must result from the strict application of this title; and be suffered directly by the property in question. Evidence of a variance granted under similar circumstances shall not be considered as a solely sufficient cause to grant hardship relief.
  - c) That the granting of the variance shall be consistent with the comprehensive plan and in agreement with the general purpose and intent of the regulations imposed by this title.
  - d) That the granting of the variance shall neither be injurious to the neighborhood or community, nor otherwise detrimental to the public welfare.
  - e) That the granting of the variance will not confer upon the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the area.
  - f) That the granting of the variance will not permit the establishment of any development or use which is not permitted by the title.
5. Four (4) copies of a Site Plan in accordance with Community Development Department Handout #4.
6. Four (4) copies of architectural plans illustrating all building elevations, floor plan and site plan information.

7. One (1) reduced copy (8 ½” x 11”) of the development plans (Sections F-I above).
8. If applicable, four (4) copies of a landscape plan in accordance with Community Development Department Handout #3.
9. If significant trees are proposed to be removed from the site, two (2) copies of a tree retention plan in accordance with Community Development Department Handout #5.
10. If applicable, one copy of a lease agreement or Property Owner Approval letter.
11. If a SEPA Environmental Checklist is required for this project, four (4) copies of the completed environmental checklist must be submitted in conjunction with this application. Environmental checklist processing fee: \$480 plus consulting fees over 4 hours.

**ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10” x 13” ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.**

**PRIOR TO APPLICATION SUBMITTAL**, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4’x4’) plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4”x4”) wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

Handouts and application forms may be revised without notice.



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## ***CITY OF LAKEWOOD COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT #04***

### **SINGLE FAMILY RESIDENTIAL SITE PLAN REQUIREMENTS**

A detailed site plan shall be drawn to scale. The site plans must include the following information to be considered complete:

1. Site address.
2. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development in the area.
3. Property lines.
4. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
5. Pierce County tax parcel number.
6. Lot dimensions and total square footage.
7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, abutting the site and/or used to access the site.
8. All easements (access, utility, railroad, storm water, etc.). Indicate type and dimensions of easement.
9. All major manmade or natural features (slopes, railroad tracks, etc.).
10. Existing building locations.
11. Dimensions and square foot area of all proposed new structures and/or additions.
12. Dimensions and square foot area of all structures or pavement expected to be removed from the site.
13. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
14. Location of all paved areas including sidewalks, patios, and paved vehicular maneuvering area to be provided in front of any residential garage or carport. The minimum paved vehicular maneuvering area shall be twenty (20) feet in front of the garage or carport vehicular entry and the minimum width shall be the total width of the garage or carport vehicular entry opening(s).
15. The location of gravel or paved parking pad(s) for the storage of recreational, sporting or utility vehicles.
16. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
17. The location of any structures on abutting properties located within 5 feet of the property line.
18. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
19. Critical areas, such as slopes, wetlands, shorelines, and wildlife habitat.
20. Contours at two-foot intervals if any portion of the lot that will be developed contains slopes in excess of 10%.
21. A stormwater control plan if any portion of the lot that will be developed contains slopes in excess of 10%.
22. An erosion control plan if any portion of the lot that will be developed contains slopes in excess of 10%.

23. A geotechnical assessment if any portion of the lot that will be developed contains slopes in excess of 10%.
24. Data required to be listed on the site plan:
  - a. Percent of site covered by structures.
  - b. Percent of site covered by impervious surface.
  - c. Total square footage of paved area.
25. New dwellings and residential additions adjacent to a shoreline, shoreline buffer, wetland or wetland buffer also require:
  - a. A professional survey that contains and illustrates:
    - (1) The lot boundaries.
    - (2) The ordinary high water mark.
    - (3) The applicable shoreline setbacks.
    - (4) The topographic lines using two (2) foot contours.
    - (5) The location of building footprint.
    - (6) The elevation of all corners of the proposed structure.
    - (7) The location of any proposed docks/ramps and bulkheads.
    - (8) The limits of proposed grading activity, soil disturbance and vegetation removal.
    - (9) The location of all existing vegetation within the applicable shoreline setback, including riparian buffers.
    - (10) Sketch(es) showing proposed excavation, fill, and post-construction grade changes in relation to pre-construction grades.
  - b. An erosion control plan.
  - c. A stormwater control plan.
  - d. A tree retention plan.

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

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## APPLICANT/OWNER AFFIDAVIT OF POSTING

PRIOR TO APPLICATION SUBMITTAL, the applicant is required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property. The affidavit is to be completed and submitted with the application **after** the notice board has been installed.

I, \_\_\_\_\_ state and swear; that in compliance with the provisions of the City of Lakewood Land Use and Development Code, I caused to have posted a four foot by four foot (4'x4') plywood face generic notice board in \_\_\_\_ conspicuous place(s) on the street frontage bordering the subject property which is the subject of the \_\_\_\_\_ application on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date