

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

DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

## CITY OF PULLMAN

# **ZONING CODE ADMINISTRATIVE VARIANCE APPLICATION**

# Pullman City Code 17.130.040

**APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS:

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

STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

**PROPERTY LOCATION** (general or common address):

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**VARIANCE REQUESTED:**

Give description of and reason for request.

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**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

Applicant's Signature

Date \_\_\_\_\_

# CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

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## INFORMATION REQUIRED WHEN APPLYING FOR A ZONING CODE ADMINISTRATIVE VARIANCE

### APPLICATION

A complete application, as determined by the Planning Department, is required before staff can process the request. A complete application must include:

1. Application Form (attached).
2. Plot Plan (if applicable). A scaled drawing is required that shows the proposed layout of site development, including the following:
  - a) dimensions and orientation of the property;
  - b) location and dimensions, including heights, of buildings and structures, both existing and proposed;
  - c) location and layout of off-street parking and loading facilities and pedestrian access separate from vehicular driveways;
  - d) location of points of entry and exit for motor vehicles, and the internal circulation pattern;
  - e) location of walls and fences with an indication of their height and construction material.
3. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property for which the variance is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.

All plans and maps required as part of this application shall be prepared in a reproducible format on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

### ASSISTANCE

The Planning Department is available to answer any questions about an application by phoning (509)338-3213.