

**CITY OF DAYTON
COLUMBIA COUNTY PLANNING DEPARTMENT
114 S. 2nd Street, Dayton, WA 99328
(P) 509.382.4676**

**INFORMATION HANDOUT FOR
REQUEST FOR VARIANCE APPLICATION**

This packet is designed to assist you in preparing your application for a Variance. Applications may be submitted to Columbia County Planning Department, 114 S. 2nd St., Dayton, WA 99328 between the hours of 9:00 a.m. to 4:00 p.m., Monday – Friday.

Please provide the following information at the time of submittal. If any of the following information is not available we may not be able to process your application.

1. A completed application form and a non-refundable fee of \$200.00 and Hearing Examiner Costs. Please be as specific as possible with regard to your proposed use on the application, you may use additional sheets, if necessary.
2. A detailed scaled drawing showing, at minimum, the following: location of proposed and/or existing structure(s), access to the site, easements and the distance to the parcel lines and the area for which the variance is being requested for. Please see attached sample site plan.

**NOTE: THE APPLICATION FEE IS NON-REFUNDABLE. THERE ARE NO
GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.**

THE FOLLOWING CRITERIA FOR A VARIANCE MUST BE MET:

Any variance granted shall be subject to such conditions as will ensure that the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated, and that the following circumstances are found to apply: (a) because of special circumstances applicable to the subject property including size, shape, topography, geography or similar conditions, the strict application of the zoning ordinance is found to deprive subject property of rights and privileges enjoyed by other properties in the same zone (non-conforming uses of neighboring lands, structure or buildings in the same zone and permitted uses of lands, structure or buildings in other zones cannot be considered grounds for the issuance of a variance); (b) that the granting of the variance will not be materially detrimental to the public welfare nor injurious to the property or improvements in the vicinity and zone in which subject property is situated; and, (c) that the granting of the variance is not required due to conditions created by actions of the applicant, property owner or their agents.

Upon determining that you have submitted a completed application, a file will be setup and the application routed to the appropriate reviewing agencies including but not limited to Public Works, Emergency Management Services and Historical Preservation

Commission. Each agency will review your application and provide the Planning Department with their comments. A public hearing will be held within sixty (60) days of the receipt of a completed application as required (Dayton Municipal Code Chapter 5-12 Section 800).

The application will be heard at a public hearing before the Dayton Planning Commission at 111 S. 1st Street, Dayton, WA 99328. The applicant or his/her representative must be present to answer any questions the Commission members may have relative to the proposed variance. You will be sent a notice as to what date your application will be heard before the Dayton Planning Commission.

After the public hearing, the Dayton Planning Commission will determine within thirty (30) days of the date of the public hearing whether the variance request is to be granted, granted with conditions or denied. Written notification of the decision will be sent to the applicant. Failure to comply with any condition or time limit imposed on a variance shall void the variance.

Decisions of the Dayton Planning Commission shall be final unless an appeal is filed with the City Clerk in writing within ten (10) days after the decision has been made.

Any questions regarding this process should be directed to the Columbia County Planning Department, 114 S. 2nd Street, Dayton, WA 99328, 509.382.4676.

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VARIANCE APPLICATION

1. Name and address of applicant: _____

Telephone number(s): _____

2. Legal owners name and address (if different): _____

Telephone number(s): _____

3. Legal description and parcel number for which permit is for: _____

4. Land Use Zone: _____ Flood Hazard Zone: _____
Critical Areas: _____ Historical Designation: _____
Lot Size: _____

5. Section of the Zoning Ordinance(s) under which it is claimed that a variance should be granted (see attached): _____

6. A variance is being requested for the purpose of _____

7. What is the minimum variance that will alleviate hardship? _____

8. Are there special circumstances such as lot size, slope, topography or necessary size or shape of the building which prevent compliance with the zoning ordinance? If so, explain _____
