

**\$125 FILING FEE**

**VARIANCE INFORMATION AND APPLICATION**

**To the applicant:** Applications for variance from the Benton City Zoning Ordinance (Benton City Municipal Code, Title 20) are heard and decided by the Hearing Examiner.

The Hearing Examiner holds its regular meeting on the second Tuesday of the month at 7:30 PM. **Variance applications must be received at least 20-days prior to the Examiners Meeting.**

To be considered at the \_\_\_\_\_ meeting, the variance application and fee must be received on or before \_\_\_\_\_ at the City of Benton City, located at 708 9<sup>th</sup> Street, Benton City, Washington.

A variance application must include the following:

1. **\$125.00 Non-refundable filing fee.**
2. Completed and signed **application form.**
3. **Plot plan** including:
  - a. Easily read scale drawing, and
  - b. Be either one (1) copy on a 8-1/2" x 11" sheet or ten (10) copies if a larger size, and
  - c. Show lot boundaries, location and dimensions of existing building, fences, or other structures, driveways, and proposed construction.
4. **Floor plan** where use of existing buildings is involved, a floor plan showing existing condition and proposed changes is required. The drawing must meet the same dimension guidelines as plot plans.
5. **Ownership report** because variances are considered at a public hearing, notices of the hearing are given to surrounding and nearby properties. The Benton City Zoning Ordinance requires that the applicant submit a report from a title insurance company showing:
  - a. The ownership of record of the property involved, and
  - b. An accurate legal description of the property involved, and
  - c. A list of names and addresses of all owners of record of property within 300-feet of the property involved, and
  - d. An accurate key map showing the property involved, delineating property within 300-feet of the property involved, and with properties numbered to correspond with ownership report.
6. **Optional attachments**, such as photographs, may be helpful to illustrate subjects under discussion. Materials submitted cannot be returned and are retained for the case file.

**Filing Fee: \$125**

**File No.:** \_\_\_\_\_

**APPLICANT INFORMATION**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_ **E-mail/Other** \_\_\_\_\_

**Relationship to property** \_\_\_\_\_

**OWNER OR AUTHORIZED AGENT INFORMATION (if other than applicant)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_ **E-mail/Other** \_\_\_\_\_

**Relationship to property** \_\_\_\_\_

**Location of Property (address or general description):**

\_\_\_\_\_  
\_\_\_\_\_

**Legal Description**

**Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Plat** \_\_\_\_\_

**Project** briefly describe the variance being requested:

\_\_\_\_\_  
\_\_\_\_\_

**Justification** attach additional sheets as necessary:

- a. Describe the physical conditions and circumstances of the property (lot shape, slope, building location, easements, etc.) and how they affect the project for which the variance is being requested:

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b. Describe how the condition and circumstances are peculiar to the property, do not apply to other properties in the use district and how a special privilege will not be conferred by granting the variance:

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c. Describe how literal interpretation of the zoning ordinance affects your rights (ability to use the property):

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d. Did any of the condition and circumstance of the property described above result from your actions?      Yes       No  Explain:

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e. Explain how the requested variance is the minimum necessary to make reasonable use of the property:

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f. Explain how the requested variance will be in harmony with the purpose and intent of the zoning ordinance, will not be injurious to the neighborhood, or detrimental to the public welfare:

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The information provide is said to be true under penalty of perjury by the laws of the State of Washington.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Authorized Agent Signature(s)

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

1. \$125 filing fee.
2. Completed and signed application.
3. Plot plan.
4. Floor Plan.
5. Ownership Report.

**Optional Attachments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_