



# Variance Application

## CITY OF PUYALLUP

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
Fax: 253-840-6678  
www.cityofpuyallup.org

### Submittal Checklist:

- Application is signed and dated
- 8 Copies of completed application form
- 8 copies of a location map indicating location of property in relation to adjacent properties and major streets, no larger than 8 1/2" x 11"
- 8 copies: 8 1/2" X11" site plan showing boundaries of property, structures, driveway, etc.
- Critical Area ID Form
- Application Fee: **\$770.00**

**Please see page 4 for detail information of submittal requirements**

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Approx. Time Frame:  
8-10 weeks

Rev: 12/08

### Office Use Only:

Submittal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Case No: \_\_\_\_-\_\_\_\_-\_\_\_\_ Related Case No: \_\_\_\_-\_\_\_\_-\_\_\_\_

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253)864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets may cause a delay in reviewing your application.

*To help you understand City standards and the Variance process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 3-5 days) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, as warranted.*

## Application Information

### Site Information:

Parcel Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

### Applicant Information:

Name: \_\_\_\_\_

Address \_\_\_\_\_

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

Day time Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_

Address \_\_\_\_\_

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

Day time Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

### NATURE OF REQUEST (Please Be Specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**Submittal Requirements for a Variance:**

- 1) Completed application form, signed and dated. Please print or type. Do not leave any question unanswered, doing so will make you application incomplete.
  - 2) A vicinity map no larger than 8 1/2" X 11", indicating the location of the property in relation to adjacent streets and major streets. A copy of any Puyallup map clearing marking your property will be sufficient.
  - 3) 8 1/2" X 11" site plan, dimensioned, drawn to scale and including the following items:
    - ◆ The boundaries of the property
    - ◆ Dimensions of property and square footage of property
    - ◆ Location of existing and proposed structures indicating setback distances from property lines and square footage of each structure
    - ◆ Landscaping: existing and/or proposed
    - ◆ Location of all existing major on site natural features; including specimen trees, ponds, etc.
    - ◆ Parking areas
    - ◆ North Arrow
  - 4) Critical Area ID Form (unless expressly waived by City Staff)
  - 5) Application fee of \$770.00 due at time of submittal.
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**CERTIFICATION:**

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements upon request of City staff.

**RIGHT OF ENTRY:** By signing this application the applicant grants unto the City and it's agents the right to enter upon the premises for purpose of conducting all necessary inspections to determine compliance with applicable laws, codes and regulations. The right of entry shall continue until an approval by all applicable City departments has been obtained.

Signature of Property Owner: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_