



Petition for Variance

400 N Mill St
PO Box 229
Colfax, WA 99111
(509) 397-3861

Application Procedure

1. File request for Variance with \$250 fee. Include detailed description of variance or conditional use requested: i.e. building code, zoning, etc.
2. Set public hearing before Board of Adjustment in not less than 15 days nor more than 30 days.
3. Publish hearing in newspaper, post property and in two other public places not less than 15 days or more than 30 days before hearing.
4. Mail notice by first class to all property owners within 300 feet of proposed variance or conditional use at least 15 days before hearing.
5. Building Inspector, City Administrator and other appropriate staff prepare staff report.
6. Get information packet to Board of Adjustment prior to hearing
7. Public Hearing. Board of Adjustment may put any restriction on the variance they think is reasonable. (They can modify or revoke a variance or conditional use if conditions are not met by applicant.)
8. Board of Adjustment decisions are appealed to Superior Court.

Submittal Requirements

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on a petition for variance. Below is a list of materials that are required for variance applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information. No application for a variance shall be granted unless the board of adjustment finds:

- A. The variance does not constitute a grant of special privilege to that property inconsistent with the limitations upon uses of other property in that zone; and
- B. The variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of that property, and to provide that property with uses, rights and privileges permitted to other property in that zone; and
- C. The variance will not be materially detrimental to the public welfare or injurious to other property or improvements in that zone.

Required Application Materials

- Complete variance application form.
- Letter addressed to Board of Adjustment requesting variance
- Full legal description and plot map of the property showing dimensions, setbacks and easements
- Application Fee of \$250 (non-refundable)
- Applicant and Notary Signatures



Application for Variance

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APPLICANT INFORMATION

YOUR NAME(Please write above this line)			PHONE#
BUSINESS NAME(If Applicable)			FAX#
MAILING ADDRESS			
CITY	WA	ZIP	
E-MAIL ADDRESS			
SIGNATURE (ORIGINAL REQUIRED)			DATE
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax			

Property

Address/location_____

Current Zone:_____ Size:_____(acres or square feet)

*Attach a legal description of property and a plat map on following pages

Land Use

Existing use of the property:

Intended use of property:

Changes to be made to the property:

Special information (deed restrictions, etc) the Board of Adjustment should know:

VARIANCES REQUESTED: Please list the specific variance(s), providing exact dimensions required and the dimensions you are requesting. Example: Side yard building setback variance from 6' to 4' (You may attach additional sheets if necessary).

APPLICANT IS RESPONSIBLE FOR LISTING ALL REQUIRED VARIANCES and FOR PRESENTING THEIR CASE TO THE HEARINGS BOARD.

EXHIBIT A

VARIANCE REQUEST LETTER

PROPERTY ADDRESS _____ FILE No. _____

*Please attach a letter addressed to the Board of Adjustment. In the letter, please include any information the board may need to know such as the variance being requested, and how it meets the requirements for a variance as outlined in this packet and in the Colfax Municipal Code .

EXHIBIT B

PLAT MAP OF PROPERTY LOT

PROPERTY ADDRESS _____ FILE No. _____

*Please attach maps of the property. Please indicate and label dimensions of property/structures, setbacks, and easements. You may also include photos of the property.

EXHIBIT C

FULL LEGAL DESCRIPTION OF PROPERTY

PROPERTY ADDRESS _____ FILE No. _____

*Please attach a full legal description of property

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE VARIANCE PROCESS AND THE BOARD OF ADJUSTMENT HEARING PROCESS.

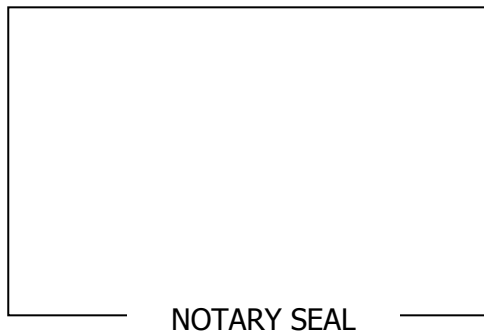
NOTARY _____

STATE OF _____)

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day, of 20_____ .



Signature of Notary Public