

CITY OF ALGONA

APPLICATION FOR VARIANCE

402 Warde Street
Algona WA 98001

(253) 833.2897



Application #		Date Received	
Amount Paid		Received By	
Receipt #		Date Complete	

Algona Municipal Code 2.50.020 (M) states: Each of the fees set forth in this section shall include, in addition to the specific fee set forward, actual costs incurred by the city for plan review including, but not limited to, actual costs of consulting engineers, planning consultants, architects, and other professionals deemed necessary in the discretion of the public works director, together with all other direct costs.

Application is valid 180 days from date of approval by the Board of Adjustments.

Applicant's Name					
Applicant's Address					
City		State		Zip	
Phone #			Fax #		

Legal Owner's Name					
Owner's Address					
City		State		Zip	
Phone #			Fax #		

Applicant's Signature	
Owner's Signature	

Property/Address Location			
Acreage/Square Ft		Number of Lots	
Current Zoning		Current Use	

Legal Description of Property (attach if lengthy):

- 5. The granting of the variance will be in harmony with the general purpose of the intent of Title 22 Zoning.**

Please attach the following supporting documents:

1. Plot and site plans indicating the following:
 - (1) Existing and future streets;
 - (2) Existing and future buildings;
 - (3) Setbacks;
 - (4) Property lines and dimensions;
 - (5) Other information that may be requested or is pertinent to the request.
2. Building and/or addition plans.
3. Map of the area and a vicinity map.
4. Property owners within three hundred (300) feet of perimeter of property proposed for variance shall be listed below, complete with name, address, city, state and zip code. This information may be obtained from the king county department of assessments:

FOR OFFICE USE ONLY

Hearing Date	
Notices Sent	
Publication Date	
Newspaper	

Comments	
Decision	

Chairman Signature	
Date	

INSTRUCTIONS FOR APPLYING FOR A VARIANCE

Application Forms:

1. Please fill out the attached forms. Make sure all the requested information is provided and all signatures obtained.
2. Return the completed original forms plus 3 copies to the City along with fee.

Required Information:

Please submit the following required information. All information must be submitted in order for the application to be complete, unless specifically waived by the City.

1. A vicinity map showing the subject property location within the City.
2. A map showing the subject property, and all parcels and their current zoning located within 300' of the subject property boundaries.
3. A description of the current use of all surrounding parcels.
4. An accurate survey delineating the subject property.
5. A detailed site plan that includes the following:
 - a. Property lines and lot dimensions
 - b. All public and private roads, and all easements, and their dimensions.
 - c. Existing and proposed topography shown at five (5) foot contours.
 - d. All major manmade and/or natural features.
 - e. If the property contains a wetland or watercourse show buffer location and widths.
 - f. Proposed building locations, building dimensions, and setback dimensions.
 - g. All paved areas and parking areas, and points of ingress/egress.
 - h. A drainage concept, if applicable.
 - i. Preliminary landscape plan showing existing vegetation to be retained and proposed landscaping.
6. Schematic building plans and elevations (detailed construction drawings are not necessary).

Filing of Variance Application:

1. Submit completed application to the Public Works Director at Algona City Hall, 402 Warde Street, Algona, WA, 98001.

Filing of Variance Application: (continued)

2. An application must be determined complete before the variance request will be placed on the Board of Adjustment agenda.
3. The variance request will be scheduled for public hearing during a regular Board of Adjustment meeting. The City has 120 days to make a final decision on the request. This 120-day time limit may be extended at the request of the applicant or may be extended if additional information is requested of the applicant during the review process.
4. Modifications or changes to the application must be submitted no later than two (2) working weeks prior to the scheduled public hearing on the application.

Variance Review Process

1. The City planner reviews application and submits a report with recommendations to the Public Works Director and the Board of Adjustment.
2. The Board of Adjustment holds a public hearing on the application. During the hearing:
 - a. The applicant or a representative presents the request to Board.
 - b. Comments and questions are taken from members of the public interested in the application.
 - c. Staff and applicant will respond to questions from Board as appropriate.
 - d. The Board will close the hearing and discuss the application and testimony provided.
 - e. The Board will decide to either deny the request; approve the request; or approve the request with conditions and/or modifications.

Requests for Reconsideration

The decision by the Board of Adjustment constitutes the final decision on the variance request. Any aggrieved party may make a request for reconsideration of Board of Adjustment decision. Such a request for reconsideration must be filed with the City Clerk within ten (10) days of the notification of decision.

A request for reconsideration may be granted if it is found that: a) The application has been substantially modified; b) Irregularity in the hearing prevented a party from having a fair hearing; c) New discovered material evidence or information that could not have been reasonably produced at the hearing; or, d) Errors in law objected to in the reconsideration request by the party filing the request.

Appeals

All decisions of the Board of Adjustment may be appealed by filing a land use petition in King County superior court. Such petition must be filed within twenty-one (21) days of notification of issuance of decision. The appeal shall be a closed record appeal as defined in Section 402, Chapter 347, Laws of 1995. Upon filing of a motion for reconsideration, the time for an appeal

shall not commence to run until such request is denied or until notification of issuance of decision following the granting of a reconsideration request.