Variance Checklist

A variance is governed by the Hunts Point Municipal Code (HPMC) Chapter 18.55. A variance is reviewed by town staff and their recommendation is provided as a part of the public record to the hearing examiner. A public hearing is then held by the hearing examiner, and a decision is rendered which rules on the requests from departure from the development regulations contained in HPMC Title 18. A variance request can only contain requests for relief from the town’s zoning regulations.

Initial Consultation – Pre-application Conference:
A pre-application conference is not required, but may be beneficial, prior to submittal of a variance application.

Submittal, Preparation and Fee:
Upon receipt of a complete application, town staff will issue a notice of application which is posted on site and posted at all of the regular posting sites maintained by the town. The application shall be accompanied by the fee as set by resolution.

Criteria for Approval per HPMC 18.55.040:
A letter of request and response to the following statements shall be submitted with your application.
1) The variance will not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the property, on behalf of which the application was filed, is located; and

2) That such variance is necessary because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and

3) That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

Applicable Codes:
HPMC Title 11, Planning and Development  (Comprehensive Plan and Permit Process)
HPMC Title 18, Zoning

Required number of plan sets is two (2).

General Requirements (1 original copy of each item is required):

- Completed variance application form;
Variance Checklist

☐ Completed variance application form;
☐ Title Report;
☐ Proof of agency and hold harmless agreement form;
☐ The applicable fee(s);
☐ Record Sales Tax Under #1713 Town of Hunts Pont, WA 98004-1121, for purposes of reporting to the Department of Revenue;
☐ Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.

Application Requirements:

☐ Site plan depicting proposed and existing improvements on the property, including the following;
☐ Dimensions and shape of the lot and street names;
☐ Location and dimensions of existing and proposed buildings including setbacks and requested variance(s); dimensions and shape of the lot and street names;
☐ Existing watercourse, sensitive areas (such as wetlands), utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property;
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☐ Building elevations depicting requested variances.