

City of Connell

Instructions for Consideration of an Application for a Variance

Variations are authorized by Chapter 17.25 of the Connell Municipal Code (CMC). Applications shall be submitted by the property owner, contract purchaser or their authorized representative. Variations are subject to the approval of the Hearing Examiner after a public hearing. The decision making process will be as follows:

A. Pre-Application Meetings

Pre-application meetings will be held when deemed necessary by the City Administrator or as requested by the applicant. Pre-application meetings may be informal and/or formal depending on the scope of the project. An informal meeting is to discuss, in general terms, the proposed development, City design standards, and the required permits and approval process.

If the City Administrator determines the proposal is not consistent with the Connell Comprehensive Plan an application to amend the Plan will also be required. Both applications will then be received at the annual review of the City's comprehensive plan.

A formal pre-application meeting must be attended by the developer/applicant. The purpose of the meeting is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, and applicable plans, policies and regulations. In order to expedite development review, the City will invite all affected jurisdictions, agencies, and/or special districts to the formal pre-application meeting.

The applicant will be expected to supply sufficient copies of the necessary information to provide for an adequate review of the proposal. The information must be submitted to the City Administrator in sufficient time so that it may be included in the notice or the pre-application meeting. Nothing precludes the City or any other agency from requesting additional information during the formal review process,

B. Contents of a Formal Application

All applications for a Variance must include the information listed on the attached page. The City Administrator may require additional information as reasonably necessary to fully and properly evaluate the proposal. Consideration of a Variance application will include a site review to assure conformance with all applicable codes and ordinances of the City.

The applicant must apply for all permits identified in the pre-application meeting.

C. Letter of Completeness/Consistency

Within 28 days of receiving a date-stamped application, the City Administrator will provide the applicant with a written determination that the application is or is not complete. If the application is not complete the letter will state what additional information is required. The applicant will have 90 days to submit the additional information. Within 14 days after receiving the requested information a determination that the application is or is not complete will be submitted to the applicant. If the 90-day period should lapse before the required additional information is submitted the application will be considered null and void. Any further review will require a new application

D. Formal Environmental Review

Upon issuances of the letter of completeness a formal review will be held including a review as required by the State Environmental Policy Act (SEPA). A project decision will not be made until at least 15 days after completion of the SEPA review unless the project is categorically exempt.

E. Public Notice Requirements

Within 14 days of issuing a letter of completeness the City will issue a Notice of Development Application. The notice will include certain specifics about the project including, if possible, the date for the Hearing Examiner public hearing, a statement that a decision on the application will be made within 120 days of the letter of completeness. The notice will be published once in the local newspaper, the City Administrator will notify property owners within 300 feet of the exterior boundaries of the property, and the property will be posted.

If the public hearing date is not included in the Notice of Development than a second notice will be published, mailed, and posted at least 15 days before the hearing.

F. Hearing Examiner Action

The Hearing Examiner will receive a staff report with recommendation and, after the public hearing, will consider the following facts:

- 1) The variance does not constitute a grant of special privilege inconsistent with limitations upon uses of other properties in the vicinity and in the district with the subject property is located;
- 2) That such variance approval is necessary because of special circumstances relating to the size, shape, topography, location, or surroundings of the property or the structures on the property, to provide use rights and privileges permitted to other properties in the vicinity and in the zone in which the property is located;

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

The Hearing Examiner will set forth findings, conclusions, any conditions and actions.

In accordance with Chapter 17.25 of the CMC, the Hearing Examiner may impose conditions of approval deemed necessary to minimize any adverse impacts that might be caused by the proposal.

A denied application will also include findings and conclusions. In addition, any person aggrieved by an action of the Hearing Examiner may appeal to the Franklin County Superior Court.

G. Notice of Decision

A written notice of the decision of the Hearing Examiner will be sent to the applicant and all parties of record.

H. Questions

Any questions regarding this submittal packet may be addressed to the City Administrator or the City Clerk, City of Connell, 104 E. Adams Street, PO Box 1200, Connell, WA 99326, 509-234-2701.

Application Requirements for a Variance

THE FOLLOWING INFORMATION IS REQUIRED BEFORE AN APPLICATION CAN BE CONSIDERED COMPLETE:

- A. A fully completed, signed, and acknowledged application.
- B. A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
- C. Evidence of adequate water supply as required by RCW19.27.097;
- D. Evidence of sewer availability;
- E. The name, mailing address and telephone number of a single person or entity to receive determinations and notices;
- F. A filing fee of \$250;
- G. A fully completed, signed and acknowledged environmental checklist and fee, unless waived by the Administrator;
- H. A list of the names and addresses of all property owners within 300 feet of the exterior boundaries of the property and all contiguous property under the same ownership. This information must be obtained from the Franklin County Assessor's Office or a title company;
- I. The legal description of the property, acreage, and present improvements on the property;
- J. A scaled drawing on a page no larger than 8 ½ by 14 inches, unless otherwise requested by the Administrator. If a larger drawing is required, 25 copies and a reproducible must be submitted. The Administrator may accept reduced copies of the required drawing. The drawing must show the following with all dimensions:

- a. All existing and proposed lot lines;
- b. The location of all existing structures to remain and the location of all proposed structures;
- c. The location of all utilities proposed to be utilized;
- d. The proposed number and locations of water meters;
- e. The location of all solid waste receptacle areas;
- f. The method of handling storm water removal;
- g. All easements and rights-of-ways;
- h. All off-street parking and loading areas;
- i. All driveway locations;
- j. All landscaping, outdoor lighting and fencing;
- k. A north arrow
- l. The scale of the drawing and;
- m. A vicinity map showing the location of the site to its surroundings.

The City may request additional or specific information as deemed necessary to adequately review the project.

An application will not be considered by the City Administrator until all of the above information had been submitted. The formal process for considering an application will not begin until the City Administrator has determined that the application is complete.

If you have any questions regarding the application or any of the required documents, contact the City Administrator or the City Clerk, City of Connell, 104 E. Adams, PO Box 1200, Connell, WA 99326, 509-234-2701.



City of Connell

EASTERN

WASHINGTON'S

Land Use Application Form

Please complete and return form to the city clerk, City of Connell, P.O. Box 1200, Connell, WA, 99326, with fees and additional information on the instructions. A separate fee is required for each proposed action.

- CHANGE OF ZONE
- COMPREHENSIVE PLAN AMDENMENT
- CONDITIONAL USE PERMIT
- CRITICAL AREA PERMIT
- ZONING ORDINANCE AMENDMENT
- PLANNED UNIT DEVELOPMENT
- VARIANCE
- PRE-ZONE
- SITE REVIEW
- LOT COMBINE
- BOUNDARY LINE ADJUSTMENT
- OTHER (DESCRIBE): _____

NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____
STREET P.O. BOX CITY STATE ZIP

PLEASE CHECK THE ONE THAT APPLIES: OWNER CONTRACT PURCHASER
 LESSEE/RENTER OTHER (SPECIFY) _____

NAMES, ADDRESS, AND TELEPHONE OF OWNER IF OTHER THAN APPLICANT: _____

LOCATION OF PROPERTY (ADDRESS): _____

LEGAL DESCRIPTION (ATTACH IF NECESSARY) _____

TOTAL AREA OF PARCEL/PROPERTY (PLEASE LIST FOR ALL RELATED PROPERTIES):
_____ SQUARE FEET _____ ACRES

EXISTING LAND USE _____

PROPOSED LAND USE: _____

REQUESTED ACTION AND REASONS: _____

IS THE PROPOSAL IN CONFORMANCE WITH THE COMPREHENSIVE PLAN? YES NO