

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



Stamp & initial

TYPE II AND III VARIANCE APPLICATION

The purpose of a variance is to provide relief to property owners where application of the Cle Elum Municipal Code may cause a hardship, due to unusual circumstances of the land. Variances are allowed for numeric provisions of the code such as setbacks, buffers, height, landscaping minimums, lot coverage and lot dimensions. Variances of up to 2% do not require review outside of the permit process required for the project. Variances of 2% to 10% are considered a Type II process which requires public notice. Variances over 10% require a public hearing in front of the Planning Commission. See [CEMC 17.85](#) for more information.

OFFICIAL USE ONLY	
Permit #:	VAR-20 -
Staff Person:	
Fee Total:	
Related Permits:	

Applicant	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Owner	
Same as applicant <input type="checkbox"/>	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Information	
Project Name:	
Address:	
Assessor's Parcel No.:	Zoning:
Description of project:	

Variance Application Requirements¹

1.	Site plan indicating location of property boundaries, proposed improvements, existing access locations and dimensions, site improvements, adjacent public streets and driveway, the specific location of the variance and any features of the property that are present that cause the need for the variance.
2.	A map indicating the subject property and boundaries.
3.	If the applicant is not the legal owner a signed authorization from the legal owner is required. ²
4.	Written narrative describing the project, and how the proposed variance complies with the decision criteria listed below.
5.	Payment of a fee that is consistent with the City of Cle Elum’s fee schedule.

Variance Decision Criteria

1.	There are unusual, exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other property in the same vicinity or district. Such conditions may include topography, unique natural conditions, surroundings and size or unusual shape of the lot.
2.	The unusual circumstances or conditions and the strict application of this title cause the loss of a substantial property right possessed by the owners of other properties in the same vicinity or district.
3.	The unusual circumstances or conditions and the strict application of this title cause the loss of a substantial property right possessed by the owners of other properties in the same vicinity or district.
4.	The variance approved will be for the least amount that will make possible the legal use of the land, building or structure and will not provide a special privilege inconsistent with the limitations upon use of other properties in the vicinity or use district.
5.	The variance will not adversely affect the realization of the comprehensive plan.
6.	The need for the variance was not caused by the actions of the applicant or property owner.

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the requirements. If any of the required criteria is provided in another permit please cite that permit.
2. The owner can sign under the authorization section of this application or send the City Planner a signed letter.

Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.

Applicant Signature:

Date:

Owner Signature:

Date: