



CITY OF KALAMA

VARIANCE APPLICATION

Complete this Variance Form. Applications should provide as much information relating to the proposed project as possible. AN EXPLANATION OF WHY THE PROJECT CANNOT MEET THE CODE REQUIREMENTS AND A SITE PLAN DRAWN TO SCALE SHOWING DIMENSIONS AND ARRANGEMENTS OF THE PROPOSED PROJECT AND ITS RELATIONSHIP TO SURROUNDING PROPERTY MUST BE INCLUDED. Also include a vicinity map and a list of all adjoining property owners. Please review the Information for variance applications on attached page.

Filing Fee: **\$1,000** application fee due with application. Actual cost for engineering fees, geological fees, traffic consultant fees, other professional consultant fees, publications, and mailing costs will be billed to applicant for reimbursement. These additional costs are due whether the application is approved, rejected, or withdrawn.

Size of the Property (Approximate Square Footage) _____

Proposed use of Property and Buildings _____

Variance Request- (Include code requirement you are requesting to vary from and reasons the project cannot conform).

PLEASE ATTACH A VICINITY MAP AND A LIST OF ADJOINING PROPERTY OWNERS.

Signature of Applicant _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____



CITY OF KALAMA

INFORMATION FOR VARIANCE APPLICATIONS

APPLICATION

Applications for zoning code, sign code or subdivision code variances are submitted by the owners of the property to the City Clerk's office. Subdivision code variance requests should be submitted with the subdivision application and will be reviewed during the subdivision process. Variances may be granted where it can be shown that due to special or unusual circumstances related to a specific piece of property the literal interpretation of the code would cause undue or unnecessary hardship and the hardship is not the result of the applicant's or owner's actions.

A copy of Kalama Municipal Code chapter 17.52 is attached for further reference. The hearing date will be set, and you will be notified not more than 45 days after receipt of the completed application.

FEES

A non-refundable application fee of **\$1,000** is due when the application is submitted. Actual cost for engineering fees, geological fees, traffic consultant fees, other professional consultant fees, publications, and mailing costs will be billed to applicant for reimbursement. These additional costs are due whether the application is approved, rejected, or withdrawn.

PUBLIC HEARING

The Planning Commission Secretary will notify the appropriate agencies and the adjoining property owners of the application and the hearing date and the site will be posted. A hearing date will be set by the Hearing Examiner. Adjoining property owners and the applicant will be notified at least 7 days prior to the hearing date and the property will be posted. The first hearing must be held within 45 days of receipt of the application. If necessary, the Hearing Examiner can continue or recess the hearing to obtain additional information. The hearing will be an open-record hearing at which an official record of the proceedings will be created including all testimony and information submitted. The Hearing Examiner will conduct the hearing and decide to either approve, approving with conditions or denying the application. A written decision of the Hearing Examiner shall be rendered ten working days after the final hearing. A copy of the decision shall be sent to the applicant within five working days from the date the decision is rendered.

PAYMENT DUE FOR ACTUAL COSTS

Upon the issuance of a decision by the Hearing Examiner the applicant will be billed for the actual costs of the processing of the application. This bill is due upon receipt. No building, development or occupancy permits will be issued until the bill has been paid in full.

APPEAL

The decision of the Hearing Examiner is final unless an appeal to the Cowlitz County Superior Court is filed within fourteen days after the Examiner has rendered his decision. Until final determination has been reached on any application under appeal, all activities related to the matter under appeal shall halt. No permits will be issued until the final determination is returned by the Court.