



ADMINISTRATIVE VARIANCE

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Staff Use Only	
Label	Date Stamp/Staff Initials

1. Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted.

- Master Application
- Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*
- One Site Plan - See Site Plan Submittal Requirements on page 4
- Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, or others. All special reports must be submitted as original paper documents **and** PDF files on a flash drive.

2. Project Description (Provide as much detail as possible. Attach separate sheet if necessary):

3. Which reductions are being requested? Check all that apply.

- | | | |
|-------------------------------------|-------------------------|-------------------------|
| <input type="checkbox"/> Front Yard | Required Setback: _____ | Proposed Setback: _____ |
| <input type="checkbox"/> Side Yard | Required Setback: _____ | Proposed Setback: _____ |
| <input type="checkbox"/> Rear Yard | Required Setback: _____ | Proposed Setback: _____ |

Other: (Describe)

4. Provide detailed answers to the following statements. Attach a separate sheet if necessary.

For additional information, refer to Thurston County Code section 20.07.050

- a. Such variance for a structure, including any porch, deck or stairway over thirty inches above grade, will not reduce any required yard by more than fifty percent and no roof overhang will extend more than thirty-three percent into the reduced setback.



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- b. Special conditions and circumstances exist which are peculiar to the land, such as size, shape, topography or location, or which are created by public action such as condemnation, not applicable to other lands in the same district.

- c. The special conditions and circumstances are not the result of deliberate actions of the applicant.

- d. Granting of the variance request will not confer a special privilege to the property that is denied other lands in the same district.

- e. Granting of the variance will be in harmony with the general purpose and intent of this title and will not be materially detrimental to the public welfare or injurious to other land or improvements in the vicinity and neighborhood in which the property is situated.



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- f. Literal interpretation of the provisions of this title would result in a practical difficulty, as described below, for the property owner not commonly experienced by other properties similarly situated in the same district under the terms of this title.

Practical Difficulty. A practical difficulty is present where the harm to the applicant denied a variance will be greater than the probable effect on neighboring properties if the variance is granted. The department shall consider the following factors in making a determination of practical difficulty: the nature of the zone in which the property lies, the character of the immediate vicinity and the uses intended therefor, and whether, if restrictions were removed, neighboring property would be seriously affected, and whether, if restrictions were not removed, they would create unnecessary hardship for the owner in relation to efforts to make normal improvements given the property's permitted use. An applicant's mere desire for a variance, even when motivated by economic reasons, does not constitute a practical difficulty.

- g. The reasons set forth above justify the granting of the variance, and that the variance, if granted, would be the minimum variance that will make possible the reasonable use of the land.



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5. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11" X 17" or 8 1/2" x 11" sheet.
- Example scales include 1" = 30' or 1" = 100'
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
	a. North arrow, site address, tax parcel number and map scale used	
	b. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	
	c. All existing and proposed structures	
	d. Depict the proposed and required yard setbacks measured from the property line to the nearest portion of the outside wall or support column of structures over thirty inched above finished grade.	
	e. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	
	f. All easements encroaching onto the property (for example: utility, road, railroad, etc)	
	g. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	
	h. Location of any critical areas and buffers (example: wetlands, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc)	
	i. Areas to be cleared, graded, filled, excavated or otherwise disturbed	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.