

*PEND OREILLE COUNTY*  
*COMMUNITY DEVELOPMENT*  
P.O. Box 5066  
418 S. Scott Ave. Newport, WA 99156  
(509) 447-4821  
www.pendoreille.org



## **Variance Request Application**

- Schedule a pre-application meeting with the Planning Staff to review plans.
- Obtain and complete a Variance Request application.
- Application Fees
- Provide the following with the completed application:

### **Minimum Application Requirements for Variance**

1. A plan drawn to scale which shows the property under consideration, location of all improvements and the specific information concerning the requested variance
2. A current title report

**Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.**

**Pend Oreille County**  
**Community Development Department**  
**Variance Request**

**Applicant Information**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Information**

Parcel Number: \_\_\_\_\_  
Legal Description of Site: Lot #(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
What Zones Border the Site?  
North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_  
Current Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_  
What is the Current Land Use Bordering the Site? (Describe lot sizes, structures, uses, etc.)  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_  
Current Comprehensive Plan Designation: \_\_\_\_\_  
What Comprehensive Plan Designations Border the Site?  
North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_  
Description of Variance Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Narrative Statement**

Please answer these questions to the best of your ability. Use more pages as necessary.

1. Explain the effects of elements such as noise, light glare, odor, fumes and vibrations on adjoining property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Explain how the proposed use is compatible with adjoining land uses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Explain why it is not possible to comply with the Regulation standards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pend Oreille County  
Community Development Department  
Variance Request**

4. Describe whether an undue hardship exists because of site characteristics, and whether special conditions and circumstances exist that are peculiar to the land, structures, or building involved:  

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5. Explain how the literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district:  

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6. Explain how the granting of the variance request will not confer on the applicant any special privilege that is denied to other lands, structures or buildings in the same district:  

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7. Explain how the requested variance is the minimum necessary to alleviate the hardship:  

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**Site Information**

Please provide a detailed description of the following:

1. Topography (lay of the land), including estimated maximum slope, rock outcroppings, benches, etc.:  

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2. Water courses (springs, streams, rivers, etc.):  

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3. Existing structures (size and use):  

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4. Land cover (timber, pasture, etc.):  

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**Pend Oreille County**  
**Community Development Department**  
**Variance Request**

5. Is the site within a floodplain? \_\_\_\_\_
6. Are there wetlands on site? \_\_\_\_\_
7. Other pertinent information : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comprehensive Plan Sections:**

How is your proposal compatible with the goals and objectives of the Pend Oreille County Comprehensive Plan? A copy of the Comprehensive Plan is available on the County website. (Attach additional pages as needed.)

- 2.0 Land Use: \_\_\_\_\_
- 3.0 Economic Development: \_\_\_\_\_
- 4.0 Transportation: \_\_\_\_\_
- 5.0 Housing: \_\_\_\_\_
- 6.0 Parks and Recreation: \_\_\_\_\_
- 7.0 Utilities: \_\_\_\_\_
- 8.0 Essential Public Facilities: \_\_\_\_\_
- 9.0 Capital Facilities: \_\_\_\_\_

I hereby certify that all the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

Applicant's Signature	Date
Land Owner's Signature	Date
Representative's Signature	Date

**PEND OREILLE COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Critical Areas**

If there are any critical areas on this property please describe them. (Shorelines, streams, water bodies, wetlands, flood plains, slopes over 40% grade)

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**Please provide a written description of the proposal.**

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I certify that the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please include a site plan drawn to scale. You may use the space below or attach a separate document. The site plan should include...

- Septic systems & drain field
- Property lines & dimensions of parcel

**PEND OREILLE COUNTY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
Variance Required Items Checklist

- Pre-application meeting
- Physical site visit by staff
- Arbitrary contours to depict topography at site/project location
- Existing and proposed structure locations and dimensions (label all structures)
- Existing and proposed on-site septic systems, replacement drain fields, and proposed test holes (show distance between on-site septic and well)
- Existing and proposed wells and water lines
- Utility easements for underground and overhead powerlines and the setbacks required from the overhead powerlines. Contact PUD at (509) 447-3137 for power information
- Lakes/creeks/streams/rivers (year around and seasonal), wetlands, and floodplains. Please show the Distance between surface water/ordinary high water marks and all other existing or proposed features.
- Existing and proposed driveways and roads (show distances between roads and proposed structures). Label the roads/streets that border the property.

**\*SITE PLAN ONLY ACCEPTED ON 8 ½" x 11" PAPER\***

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**AFFECTED AGENCIES**

Comments from the selected agencies below will be sought in order to process this application.

- Pend Oreille PUD District #1
- PO County Public Works
- PO County Sheriff
- WA Dept. of Ecology
- WA Dept. of Fish & Wildlife
- WA Dept. of Natural Resources
- Kalispel Natural Resource Department
- WA Dept. of Archaeology and Historic Preservation
- WA Department of Transportation
- Natural Resource Conservation Service
- North East Tri-County Health District
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife
- U.S. Forest Service
- U.S. Soil Conservation Service
- School District
- Fire District
  
- Other: \_\_\_\_\_