



CITY OF PORT ORCHARD

Planning Department

216 Prospect Street
Port Orchard, WA 98366
Phone (360) 876-4991 • Fax (360) 876-4980

Date Received: _____ By: _____ Receipt #: _____ File #: _____

APPLICATION FOR

- Variance, Full** (requires a pre-application meeting)
- Variance, Administrative** (a pre-application is not required)

FEES: Full Variance: \$200 Administrative Variance: \$100 Hearing Examiner Deposit: \$2500
 Hearing Examiner Administrative Fee: \$250

INCOMPLETE APPLICATION WILL NOT BE PROCESSED. This application must include the following:

- ONE original notarized** Application and **2 copies**.
- ONE original** Contact Information sheet and **2 copies**. (attached)
- ONE original** authorization letter, signed by the owner, which states the name and contact information for an authorized agent, if there is one.
- Site plan (to scale):
 - 3 sets:** 18" x 24"
 - 3 sets:** 11" x 17"
 - 1 set:** 8 1/2" x 11"
- For Full Variance: list of property owners within 300', map, and signed statement.
For Administrative Variance: list of owners of only the adjoining properties, map, and signed statement. (See attached instructions)
- Mailing labels for the list of property owners. **(3 sets)** (See attached instructions)
- Legal description of the property. **(3 copies)**
- Sketch of building elevation or photographs. **(3 copies)**
- Conceptual drainage plan and report. **(3 copies)**
- A Project Narrative with a detailed explanation the proposed use, why it is necessary or desirable for development of the community, and what special features the developer is going to provide in order to adjust said use to those existing or permitted uses in the neighborhood. **(3 copies)**
- Statement addressing each of the decision criteria in POMC 16.35.150 (1 – 13) **(3 copies)**
- For Critical Areas Variance, special reports as required in POMC Ch. 18.
- CD-ROM which contains all submitted documents**, in either Adobe PDF or Microsoft Word format, including the statement addressing each of the applicable decision criteria in **Word** format.

Other documentation may be required other than what is listed above.

Print clearly (use ink) or type:

General location of property and/or address: _____

Location: Section(s) _____ Township _____ Range _____

Assessor's Parcel Number: _____

Size of Parcel: _____

Existing Use: _____

Present Zoning Classification: _____

Comprehensive Plan Designation: _____

Signature of Owner (Must be notarized)

Print Name of Owner

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes
mentioned in the instrument.

WITNESS MY HAND AND OFFICIAL SEAL this _____ day of _____, 20____.

NOTARY PUBLIC in and for the
State of Washington, residing at

My appointment expires:

File #: _____

PROPERTY OWNERS LIST VERIFICATION

I, _____, do hereby certify that the attached names and addresses are for the property owners within 300' of my property lines, and not less than two parcels deep, and are true, correct, and complete to the best of my knowledge.

Dated this _____ day of _____, 20____.

Signature

Print Name: _____

INSTRUCTIONS FOR PROPERTY OWNERS LIST AND LABELS

Property Owners List Instructions:

1. The statement on page 4 must be completed and signed, certifying that the attached names and addresses are for the property owners within a radius of 300' of your property lines, but not less than two parcels deep, and are true and correct to the best of your knowledge.
2. Print the list of property owners and their addresses and attach it to the signed statement. You may use a copy of your mailing labels (using plain paper).
3. Print a map which identifies your property and the surrounding property within a radius of 300', but not less than two parcels deep, and attach it to the list of names and the signed statement.
4. Incomplete addresses will delay processing of your application.
5. If you have any questions, call (360) 876-4991.

Mailing Label Content Instructions:

Attached is a sample list identifying surrounding property owners within 300' but not less than two parcels deep, measured from the corners of your property.

- ALL ADDRESSES MUST BE TYPED AND COMPLETE USING SELF-STICK MAILING LABELS. Use the attached format.
- Type the tax account number at the top of each address. If there is room, two tax numbers with the same owner & address can be combined (see example in second column of sample list).
- The full tax number must be used. Be sure to include the last 2 digits which are present in the assessor's listing but not on the map.
- If there are two addresses for one tax number – i.e. a mailing address and a site address (see SITUS on assessor's listing) – both addresses must be used (see Jane Doe examples).
- If the address listed is a mortgage company, make label for the mortgage company (including the owners name and account number) and for the site address – if provided.

NOTE:

If there is no site address listed, it can usually be found in the telephone book, provided you know the owner's name. If it is not listed then you must go to that address and find the house number.

You can also check with the Kitsap County Assessor's Office, For a small fee they may print out the 300' property owner's addresses.

**SAMPLE
ADDRESS
LIST**

4050-1-023-0004 John Doe 111 Doe Street Port Orchard, WA 98366	252401-3-017-2003 4059-006-009-0000 Dave Smith 111 Smith Street Port Orchard, WA 98366	4027-019-008-0003 Jane Doe (111640426) C/O American MTGE., Co. 223 Water Street Chicago, IL 86531-1234
4027-019-008-0003 Jane Doe 211 Smith Street Port Orchard, WA 98366		