

CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

INFORMATION REQUIRED WHEN APPLYING FOR A FLOODPLAIN VARIANCE

APPLICATION

A complete application must be filed with the Department of Public Works in sufficient time to allow for staff to review the application and give public notification of the hearing before the Board of Adjustment. An application will not be accepted until complete, as determined by the Public Works Director. A complete application must include:

1. Application Form and Findings of Fact (attached).
2. Adjacent Property Owners List. The applicant shall provide a notarized letter from a title company listing the names, addresses, and parcel numbers from the current assessor's roll of all owners of property located within three hundred (300) feet of the exterior boundary of the parcel for which the variance is requested.
3. Plot Plan. A site plan is required that shows all existing and proposed structures including location, size, bulk, required yards, property lines, driveways, streets, landscaped areas, and any elevations, perspectives, or other sketches deemed necessary by the Director to illustrate the variance request, as well as any other engineering data, calculations, or illustrations that may be required by the Director.
4. Legal Description. The applicant shall submit a complete legal description that adequately describes the property for which the variance is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for correction.
5. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property for which the variance is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.

FEES

Floodplain Variance Fee.....\$ 250.00

ASSISTANCE

The Planning Department is available to answer any questions about an application by phoning (509)338-3213.

RECEIPT NO.: _____
DATE APPLICATION RECEIVED: _____
DATE APPLICATION ACCEPTED AS COMPLETE: _____

CITY OF PULLMAN
FLOODPLAIN VARIANCE APPLICATION

The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and that such construction below the base flood level increases risks to life and property.

APPLICANT:

NAME: _____
ADDRESS: _____
EMAIL ADDRESS: _____
TELEPHONE: _____
STATUS (property owner, lessee, agent, purchaser, etc.): _____

PROPERTY OWNER (if different than applicant):

NAME: _____
ADDRESS: _____
EMAIL ADDRESS: _____
TELEPHONE: _____

PROPERTY LOCATION (general or common address):

VARIANCE REQUESTED:

State Pullman City Code section(s) involved, and give description of and reason for request.

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

Applicant's Signature

Date

APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a decision regarding a request for a floodplain ordinance variance, the Pullman Board of Adjustment must adopt "Findings of Fact." These Findings of Fact are factual statements which the Board relies upon in reaching its conclusions and decisions. The burden of proving that a floodplain variance should be granted under the provisions of the Pullman Zoning Code rests with the applicant and the Board may require such substantiating data as it may deem necessary. Thus, it is necessary for the applicant to present facts in brief written form which will make it possible for the Board to conclude affirmatively that all of the following criteria can be met.

- (a) A showing of good and sufficient cause for granting the variance has been made by the applicant.
- (b) Failure to grant the variance would result in exceptional hardship to the applicant.
- (c) Granting the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nuisances, fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (d) The variance is the minimum necessary to afford relief to the applicant.



**ANSWERS SHOULD BE PREPARED
ON SEPARATE PAPER AND ENTITLED,
"APPLICANT'S PROPOSED FINDINGS OF FACT".**



CHECKLIST

FLOODPLAIN ORDINANCE VARIANCE

- ___ 1. Application filed with Public Works Department.
- ___ 2. Application reviewed for completeness by Planning Department.
- ___ 3. Legal description checked by Engineering Division.
- ___ 4. Application accepted as complete by Public Works Director.
- ___ 5. Date set for Board of Adjustment public hearing (meets third Monday of the month - date must be within 90 days of date of filing).
- ___ 6. Notice of Public Hearing filed by Planning Department with official newspaper of the city (Notice must appear at least 10 days prior to the hearing).
- ___ 7. Notice of Public Hearing posted at subject property and mailed to surrounding property owners (Notice must be distributed at least 10 days prior to the hearing).
- ___ 8. Notice of Public Hearing published.
- ___ 9. Staff report prepared by the Public Works Department and mailed to applicant and Board of Adjustment, and made available for public review prior to the public hearing.
- ___ 10. Public hearing conducted by Board of Adjustment.
- ___ 11. Applicant notified in writing of Board of Adjustment's decision.