



**VARIANCE
CHECKLIST**

210 E 4th Street, LaCenter, WA
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OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. VARIANCE REVIEW PROCESS (18.260.020)

- 1) Review of a technically complete application for variance of up to 10 percent of the numerical standards for the following: setbacks, buffers, building heights, landscaping, lot coverage and lot dimensions, but not including lot area or density, is subject to a Type I process. See LCMC [18.30.080](#).
- (2) Review of a technically complete application for all other variances greater than 10 percent are subject to a Type II process. See LCMC [18.30.090](#).
- (3) An application for a variance(s) necessarily associated with another application(s) under the La Center Municipal Code shall be combined with the associated application(s) for processing. The variance application shall be subject to the highest number review procedure applicable to the combined applications.
- (4) If an application for a variance(s) is approved and an application(s) subject to an equal or higher number review procedure type is subsequently filed, the decision approving the variance may be altered for good cause by the decision on the merits of the subsequent application(s).
- (5) An application for a variance(s) proposed as a post-decision action shall be subject to the post-decision review procedures of LCMC [18.30.150](#).

B. APPLICATION REQUIREMENTS FOR VARIANCE REVIEW:

- 1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including the Reimbursement Form: The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application.
 - 2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and
- Updated 05/02/2024

Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. This fee is applicable as part of a land use action or development review (i.e.: traffic study, preliminary/final plat review)

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of LaCenter, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of LaCenter may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.

Applicant's Signature

Date

Print Applicant's Name