



Variance Request

Description

Variance request can be made to numerical standards in Cowlitz County Code Chapter 18.10. Variance requests may be made to request relief where application of a numerical standard may cause a hardship due to unusual circumstances of the land.

Review Process

There are two types of Variance requests - Type 1 and Type 2.

Type 1 Variance

A request for up to and including a 25% variance from a numerical standard is an administrative review, with no public hearing required. Public notice will be mailed to landowners of record within 300 feet of the subject property no less than 14 days prior to a written decision on the variance request.

Type 2 Variance.

A request for greater than a 25% variance from a numerical standard requires a public hearing, with the decision being made by the Cowlitz County Hearing Examiner. Public notice of the application and the hearing date, time and location will be mailed to landowners within 300 feet of the subject property.

Fees

The following fees are required to be paid when the application is submitted:

Type 1 Variance:	\$540
Type 2 Variance:	\$1,440 plus cost of Hearing Examiner



Variance Request

Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

___ 1. Project Information Form

- Form completed and signed by the owner or applicant

___ 2. Narrative describing all elements of the proposal

- Describe unusual circumstances applicable to the subject property, such as size, shape, topography, surroundings or location
- Describe how strict application of the code would deprive the applicant of property rights enjoyed by others in the vicinity
- Describe how variance request will not be detrimental to public health or impact other properties
- Describe how livability and appearance will be maintained in a residential area or character will be maintained in a non-residential area
- Describe how the variance will not adversely impact significant natural, scenic, historic, cultural, open space or energy resources.
- Describe how the variance will not compromise the goals and policies of the Comprehensive Plan or the Land Use Ordinance (CCC 18.10)
- If multiple variances are proposed, describe how the cumulative effect is consistent with the Land Use Ordinance

___ 3. Site Plan Showing *Proposed* Conditions

- North arrow, scale and date
- Property lines and dimensions
- Location of existing buildings and/or improvements
- Location of proposed buildings and/or improvements
- Means of access

___ 4. Additional Information, if applicable

- As identified by the Department of Building and Planning, may include critical areas assessments, stormwater plans, etc.