



CITY OF NEWCASTLE Community Development Department

Variance Application

This Variance Application provides the information and forms required to apply for a variance from the provisions of the Newcastle Municipal Code (NMC). Your application will be evaluated based on the information you provide, the Newcastle Comprehensive Plan, and pertinent provisions of the Newcastle Municipal Code, including NMC 18.44.040, 18.44.042, and 18.44.045. You may find a copy of the NMC and Comprehensive Plan at Newcastle City Hall, as well as online at www.newcastlewa.gov.

See below for the list of submittal requirements. Incomplete applications will not be reviewed.

SUBMITTAL REQUIREMENTS

A variance application and fee must be filed with the Community Development Department by the owner of the subject property, or by an authorized agent (applicant) of the owner.

The following is required to be submitted at the time of application:

1. **Completed application form** (3 Copies). Mark “N/A” for any questions that do not apply to your variance request.
2. **Applicable fees.**
3. **Vicinity map** (3 Copies). Include legal description of the property and King County Assessor’s tax lot number.
4. **A scale drawing of the property** (3 copies). Include the information below:
 - a. North arrow;
 - b. Graphic scale;
 - c. Boundaries, easements, and ownership as set forth in the legal description;
 - d. Existing structures and improvements;
 - e. Proposed improvements;
 - f. Utility plans, if appropriate;
 - g. All adjacent streets and right-of-ways; and
 - h. Other plans and/or drawings deemed necessary for evaluation of the application.
5. **Terms, conditions, covenants, and agreements under which the subject property is bound, if any** (3 copies).
6. **An environmental checklist** (3 copies) when required by the State Environmental Policy Act (SEPA).
7. **Mailing labels** (2 sets) for all owners of property in an area within 500 feet of the site, as determined by the King County Assessor’s Office.

REVIEW PROCESS OVERVIEW

An application fee must accompany the submittal of a **complete** variance application.

The application and accompanying information will be forwarded to the Community Development Department for review and recommendation. Additional information or clarification may be required by the City of Newcastle throughout the variance request review process. All review costs incurred will be forwarded to the applicant for payment.

The Director of Community Development will render a decision on a “minor” variance, as set forth in NMC 18.44.045 and 19.07.030. “Major” variances will be heard and decided by the Hearing Examiner following an open record public hearing per NMC 19.07.030.



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Community Development Department

**Variance
Application**

SITE & PROJECT DETAILS

1. **Name of property owner:** _____
Address: _____
Email: _____ **Phone:** _____
2. *If the owner of record as shown by the County Assessor's Office is not the applicant, the owner's signed and notarized authorization must accompany this application (See attached Owner/Applicant Agreement form).*
Applicant Name: _____
Address: _____
Email: _____ **Phone:** _____
3. **Legal Description of project site** (or attach separately):
4. **King County Assessor's Parcel Number(s):** _____
5. **Site Location** (Approx. Address, Cross Streets, etc.):
6. **Zoning:** _____ **Comprehensive Plan Designation:** _____
7. **Does the site contain a Critical Area (wetland, steep slope, etc.)? If so, please describe:**
8. **Site Dimensions:** _____ **Total Site Area:** _____
9. **Current Description & Use of Site** *Is the site vacant, developed, etc.:*
10. **Current zoning and use of adjacent property...**
 - a. To the north: _____
 - b. To the south: _____
 - c. To the east: _____
 - d. To the west: _____

11. Detailed description of requested variance (Attach additional sheet if necessary):

12. Intended use of the site, as pertaining to requested variance:

13. Dimensions and square footage of all proposed buildings or structures:

14. Height of proposed buildings or structures: _____

15. Number of stories proposed: _____

a. Square feet per story: _____

b. Basement: _____

16. Setback requirements:

a. North: _____

b. South: _____

c. East: _____

d. West: _____

17. Number of parking stalls required: _____ Proposed: _____

18. Square footage of proposed paved areas: _____

19. Percentage of site to be covered by impervious surfaces: _____ (If the proposal results in more than 1,000 square feet of impervious surface added, a drainage plan is required).

20. Percentage of site to be covered by landscaping: _____%

a. Percentage of parking area to be covered by landscaping: _____%

21. Percentage of site to remain undeveloped: _____%

22. Source of water: _____

23. Method of sewage disposal: _____

24. Do restrictive covenants apply to this property? Yes No

If so, please provide the name and address of the homeowner's association or architectural control committee having jurisdiction over restrictive covenants, building, or land use controls:

Name: _____ Phone: _____

Address: _____

LIMITATION ON AUTHORITY

In accordance with NMC 18.44.042, the decision maker may not grant a variance to certain provisions of the Newcastle Municipal Code. Please demonstrate compliance by responding to each of the following questions.

Attach additional sheets if necessary.

- A. Describe how the application does not request a variance from the provisions of NMC 18.08 establishing the allowable uses in each land use district.

- B. Describe how the application does not request a variance from the provisions of Title 19 NMC or any other procedural or administrative provision of the Newcastle Municipal Code.

- C. Describe how the application does not request a variance from any provision of the Newcastle Municipal Code within the primary approval jurisdiction of another decision maker as established by the Newcastle Municipal Code.

- D. Describe how the application does not request a variance from any provision of the Newcastle Municipal Code which, by the terms of that Code, is not subject to variance.

- E. Describe how the application does not request a variance from the provisions of Chapter 18.24 NMC, Critical Areas.

- F. Describe how the application does not request a variance from conditions established during prior permit review or from provisions enacted pursuant to Chapter 18.38 NMC, Property Specific Development Standards.

