



Community Development Department

Building • Planning • Code Enforcement

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Woodland, WA 98674

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VARIANCE CHECKLIST

The following checklist identifies information to be included with the application for a major or minor Variance. Please refer to the Woodland Municipal Code (WMC) Chapter 17.81 for more information. **All of the following information must be submitted and the application fees must be paid before the application is deemed complete.**

NOTE: please provide all documents in electronic format in addition to submitting paper copies

- Land Use application packet – complete and sign all forms as indicated:
 - Land Use Application form – applicant
 - Ownership Certification – owner(s)
 - Critical Areas Identification Checklist – applicant
 - Agreement to Reimburse - applicant
- Application fees – See the fee schedule. Payment may be made online or by check payable to “City of Woodland.” Additional fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, etc.
- Critical Area Permit if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08
- Written narrative addressing each of the following items:
 - Special circumstances or conditions which make the proposed variance necessary, such as
 - the size, shape, topography, location, or surroundings of the subject property
 - providing the subject property with uses, rights, and privileges permitted to other properties in the vicinity and in the zone in which it is located
 - Statement that the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated

(continued)

Applicants requesting a variance from WMC 14.40 (Flood Damage Prevention) shall also explain in their application narrative how the granting of any variance shall not result in:

- Increased flood heights
 - Additional threats to public safety;
 - Extraordinary public expense
 - Creation of nuisances
 - Fraud or victimization of the public
 - Conflicts with other existing local laws or ordinances
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- Site Plan – **see Site Plan requirement checklist for basic requirements**
 - Six (6) full size copies (24" x 36") drawn to scale
 - One (1) reduced copy (to scale)

Applicants proposing to vary from the dimensional setbacks of WMC 15.08 (Critical Areas regulation) must also submit:

- a site assessment prepared by a qualified professional that supports a modification of the dimensional requirements, including all necessary mitigation measures.
- a written document demonstrating that the issuance of a zoning variance by itself will not provide sufficient relief to avoid the need for a variance to the dimensional setback and other requirements for critical areas regulated by Chapter 15.08
- an explanation of how the site assessment and mitigation plan demonstrate that the proposed project allows for development of the subject parcel with the least impact on critical areas while providing reasonable use of the property and full mitigation of project impacts