



400 N Mill St  
PO Box 229  
Colfax, WA 99111  
(509) 397-3861

## **Petition for Variance**

### **Application Procedure**

1. Applicant files request for Variance with \$250 fee. Include detailed description of variance: i.e. building code, zoning, setbacks, etc.
2. The City will set public hearing before Board of Adjustment in not less than 90 days after petition have been approved for completeness.
3. The City will publish hearing in newspaper, post property and in two other public places not less than 15 days or more than 30 days before hearing.
4. The City will mail notice by first class to all property owners within 300 feet of proposed variance or conditional use at least 15 days before hearing.
5. The Building Inspector, City Administrator and other appropriate staff prepare staff report.
6. The City will get information packet to Board of Adjustment prior to hearing
7. At Public Hearing. Board of Adjustment may put any restriction on the variance they think is reasonable. (They can modify or revoke a variance or conditional use if conditions are not met by applicant.)
8. The Board of Adjustment decisions are appealed to Superior Court.

### **Submittal Requirements**

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on a petition for variance. Below is a list of materials that are required for variance applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information. No application for a variance shall be granted unless the board of adjustment finds:

- A. The variance does not constitute a grant of special privilege to that property inconsistent with the limitations upon uses of other property in that zone; and
- B. The variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of that property, and to provide that property with uses, rights and privileges permitted to other property in that zone; and
- C. The variance will not be materially detrimental to the public welfare or injurious to other property or improvements in that zone.

### **Required Application Materials**

- Complete variance application form.
- Letter addressed to Board of Adjustment requesting variance
- Full legal description and plot map of the property showing dimensions, setbacks and easements
- Names and mailing addresses, as shown on the records of the County Assessor, of all properties within 300 feet of the boundaries of the property for which the variance is requested.
- Application Fee of \$250 (non-refundable)
- Applicant and Notary Signatures



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Application Received

Variance # \_\_\_\_\_

Application Approved

**Application for Variance**

**APPLICANT INFORMATION**

YOUR NAME(Please write above this line)			PHONE#
BUSINESS NAME(If Applicable)			FAX#
MAILING ADDRESS			
CITY	WA	ZIP	
E-MAIL ADDRESS			
SIGNATURE (ORIGINAL REQUIRED)			DATE
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax			

**Property**

Address/location \_\_\_\_\_

Current Zone: \_\_\_\_\_ Size: \_\_\_\_\_ (acres or square feet)

\*Attach a legal description of property and a plat map on following pages

**Land Use**

Existing use of the property:

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Intended use of property:

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Changes to be made to the property:

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Special information (deed restrictions, etc) the Board of Adjustment should know:

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**VARIANCES REQUESTED:** Please list the specific variance(s), providing exact dimensions required and the dimensions you are requesting. Example: Side yard building setback variance from 6' to 4' (You may attach additional sheets if necessary).

APPLICANT IS RESPONSIBLE FOR LISTING ALL REQUIRED VARIANCES and FOR PRESENTING THEIR CASE TO THE HEARINGS BOARD.

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**Additional Information Required:**

1. Please attach a letter addressed to the Board of Adjustment. In the letter, please include any information the board may need to know such as the variance being requested, and how it meets the requirements for a variance as outlined in this packet and in the Colfax Municipal Code.
2. Please attach maps of the property. Please indicate and label dimensions of property/structures, setbacks, and easements. You may also include photos of the property.
3. Please attach a full legal description of property. This can be found at the Whitman County Assessor's Office.
4. Address of residence / businesses within 300' of property where variance is being requested.

## Signatures and Notary Seal

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I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Date

### Owner's Affidavit

(To be completed if the applicant is not the owner of the property involved, notary required)

STATE OF \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, depost and say that I am the owner of property or his/her authorized agent, involved in this application, and that he foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief; and I grant my permission to the above-named applicant to apply for a Conditional Use for the above-described property; and for City staff to examine this subject property in the cause of their work related to this application.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

**SIGNATURE BY THE APPLICANT / OWNER INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE VARIANCE PROCESS AND THE BOARD OF ADJUSMENT HEARING PROCESS.**

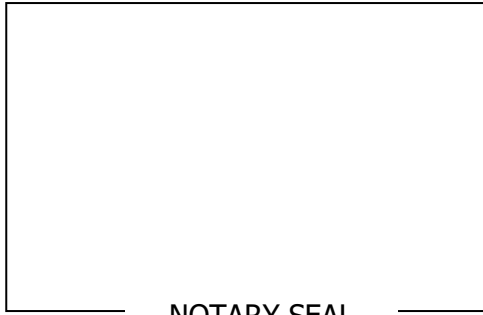
**NOTARY** \_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO  
HEREBY CERTIFY THAT \_\_\_\_\_ is/are personally known to me,  
that said person(s) appeared before me this day in person and severally acknowledged that  
he/she/they signed and delivered the forgoing owners authorization above as his/her/their  
free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day, of 20\_\_\_\_\_ .



NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public