



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
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Port Orchard, WA 98366
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DESIGN VARIATION REQUEST (Variation from Design Guideline Standards)

Project Name: _____	Permit #: _____
Site Address/Location: _____	
Tax Parcel Number(s): _____	
Existing Use of Property: _____	
Variation Request for: _____	
Requestor's Name: _____	
<i>Request shall be made by the Engineer of Record</i>	
Company Name: _____	
Mailing Address (street, city, state, zip): _____	
Phone: _____	E-mail: _____

MINIMUM SUBMITTAL REQUIREMENTS:

*This application shall include **THREE COPIES** of the following unless quantity is otherwise listed below or the item is specifically waived by the Director:*

- Design Variation Request Narrative:** Include the following items in a written request using the numbered format as shown:
 1. Outline the relevant standard(s) at issue.
 2. Outline the nature of the requested design variation.
 - 3.a. Describe how granting the requested design variation will produce compensating or comparable results to the adopted Design Guidelines.
 - 3.b. Describe how granting the requested design variation will not violate any development-related conditions imposed upon the project.
 - 3.c. Describe how this design variation request is based on sound engineering judgement, and that the requirements for safety, function, appearance, fire protection, environmental protection, and maintainability are fully met.
 4. Provide any other comments of relevance.
 5. A list of attachments.
- Design Variation drawings.** Show the proposed variation(s) on the project plans, using call-outs and notes and details as appropriate to assist the Director in his review and decision.
- Authorization letter.** Letter from the property owner authorizing this design variation request to be submitted by the Engineer of Record.
- ONE Electronic version of all submitted documents,** in PDF format.

Other documentation may be required other than what is listed above.