



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

ADMINISTRATIVE VARIANCE APPLICATION

<i>For Staff Use Only</i>	File #:	Receipt #:
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Incomplete Application Will Not Be Accepted.

1. APPLICATION TYPE. <i>(check all that apply)</i>	
<input type="checkbox"/> TYPE I VARIANCE: <input type="checkbox"/> Front Yard Setback <input type="checkbox"/> Interior Setbacks <input type="checkbox"/> Lot Coverage <input type="checkbox"/> Landscape Area	<input type="checkbox"/> TYPE II VARIANCE: <input type="checkbox"/> Parking Standards <input type="checkbox"/> Bicycle Parking Standards <input type="checkbox"/> Vehicle Stacking Area <input type="checkbox"/> Loading Area
2. PROJECT INFORMATION.	
General Location or Property Address:	
Reason for Variance: <i>(Short Summary)</i>	
Associated permit(s): <i>(type and file #)</i>	
3. SUBMITTAL REQUIREMENTS.	
<i>Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.</i>	
Check the box for each item included with this application:	

This application shall include the following unless specifically waived by DCD:

- The Master Permit Application Form**, completed.
- The Administrative Variance Application** *(this form)*, completed.
 - Include the **original** signed and notarized Owner Statement *(page 2 of this application)*.
- The Legal Description of the Property**, including tax parcel number(s).
- A Narrative Providing Details of the Requested Variance:**
 - Describe the nature and extent of the variance.
 - Describe existing conditions of the site.
 - Identify all sections of the Port Orchard Municipal Code (POMC) from which the variance is being requested, and describe the variance requested from the code sections.
 - Describe the proposed development, applying the proposed variance from the code sections.
 - Describe the rationale for the proposed variance.
 - Describe the manner in which the variance satisfies all of the variance criteria in POMC 20.28.150 or 23.28.180 *(depending on the type of variance)*.
- A Vicinity Map.**
 - Ability to print to scale at 8 1/2" x 11" from PDF.
 - Include North arrow and map scale.
 - Site must be clearly marked.
 - Show site in relation to the nearest major streets, roads and waterways in the area.

