



TOWN OF RUSTON
PLANNING SERVICES

5117 North Winnifred Street Ruston, Washington 98407-6597
Phone (253)759-3544 Fax (253)752-3754

Variance
Application and Submittal Checklist

Tax Parcel Number	Permit Number (staff use only)
Site Address	Project Name (staff use only)
Property Owner Name	Applicant Name
Property Owner Mailing Address	Applicant Mailing Address
Property Owner Phone	Applicant Phone
Property Owner E-mail Address	Applicant E-mail Address

Zoning Designation <input type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Property Owner Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center;">Date</div> </div>
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Applicant Checklist - (Please see RMC 25.01.110)		Included?			
Yes	N/A		Yes	Need	N/A
<input type="checkbox"/>		Review Fee Deposit of \$3350, (\$150 Fee, plus \$3200 deposit) as per RMC 1.14.050(d)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Nature of the Action Requested. Please describe in detail the specific code section(s) you are requesting variance from and what site specific hardships exist that would help to justify the request, as required by RMC 25.01.110(a)(1).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan - showing grade, the height, the lot coverage, the dimensions of all existing structures and the distance from property lines and all improvements to be added to the property, including yard areas, etc, as required by RMC 25.01.110(a)(1).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Justification Statement - Provide a concise written statement explaining how the proposed use complies with the criteria of RMC 25.01.110(d), as required by RMC 25.01.110(a)(1) - (see RMC for a complete listing of approval criteria.)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Additional Information - additional written or graphic information necessary to enable the Planning Commission and Town Council to act on the application, as required by RMC 25.01.110(a)(1).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist , if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

staff use only