



# VARIANCE

Planning and Economic Development Department  
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A variance is a mechanism by which the city may grant relief from the provisions of [Title 18](#) where a practical difficulty renders compliance with the provisions of [Title 18](#) an unnecessary hardship, where the hardship is a result of the special circumstances related to physical characteristics of the subject property, and where the purpose of [Title 18](#) can be fulfilled through the approval of a variance.

For additional information on the variance process, refer to [Chapter 18.290](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type III review process, refer to [PMC Title 19](#).

PROJECT:	
Project Name:	Tax Assessor's ID:
Project Address:	Size of Property (Sq. Ft.):
Comp Plan Designation:	Zoning Designation:
Legal Description (attach sheet if necessary):	
A variance is being requested from the following code section(s):	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
AGENT (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	

**OWNER:**

Name:

Phone:

Address:

Email:

**APPLICATION SUBMITTAL REQUIREMENTS:**

**The PED Department is now accepting all applications electronically.** Please submit your application online [here](#) or email the materials to [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com).

- [Application Fees and Deposits](#)
- A vicinity map showing the location of the property and surrounding properties.
- Response to the following questions (attach separate sheet):
  1. Describe how the variance does not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone.
  2. Describe the special circumstances applicable to the particular lot such as size, shape, topography, or location of the lot.
  3. Explain why the granting of the 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 property is situated.
  4. Explain how the variance is consistent with the policies and provisions of the Comprehensive Plan and the Development Code.
  5. Explain how a need for a variance was not brought upon by an action of the applicant or property owner.
- Detailed site plan (and elevations, if applicable) clearly detailing the requested variance.

*Please Note:*

  - plans must be drawn at an engineering scale that allows each plan to fit on one sheet
  - all buildings and structures shall be dimensioned
  - all information shall be legible
  - plans shall be prepared by an appropriate certified professional in the State of WA
- Notarized property owner and/or applicant signature page (attached).
- Any other information/documents:



**SIGNATURES:**

I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Print Name of Applicant/Agent

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_  
\_\_\_\_\_ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington Residing at \_\_\_\_\_

\_\_\_\_\_  
Commission Expires \_\_\_\_\_

**PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):**

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Owner

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington Residing at

\_\_\_\_\_  
Commission Expires \_\_\_\_\_