



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SUPPLEMENTAL APPLICATION ROAD SETBACK VARIANCE REQUEST

Required Submittal Items	
	Permit Application and fees as specified below.
	Supplemental Road Setback Variance Request Application addressing variance justification and approval criteria.
	Site Plan – see site plan checklist to ensure all required items are shown on the plan. Identify all property lines, the required setback in Jefferson County Code and the amount of setback variance requested from the proposed structure(s). Identify the location of structures on adjacent properties.
	Survey or Appropriate Equivalent Document that shows the property line locations so that the requested setback reduction can be accurately inspected (e.g. previously recorded survey, neighbor’s survey, road monuments, etc.)

Purpose

The purpose of the road setback variance permit process is to consider special circumstances that may create an unnecessary hardship on the landowner by the strict application of a road setback. The administrator may reduce the minimum road setbacks if the strict application of such setback would render a legal lot of record unbuildable under the provisions of this code. (See Note 6, Table 6-1, 18.30.050 JCC)

Process

1. Obtain survey or equivalent document and stake your property line and state the footprint of the proposed structure.
2. Submit application forms for a road setback variance with appropriate fees with or prior to a building permit application for the structure that needs the reduced setback.
3. DCD will review the justification narrative to see if it meets approval criteria of 18.40.650.
4. DCD will route application to Jefferson County Public Works (or WSDOT if adjacent to state road) for a 14-day comment period if the setback request is from a county road.
5. Planner will contact you to schedule an inspection.
6. Jefferson County Public Works (or WSDOT) may make an inspection and will issue a recommendation for DCD’s consideration.
7. DCD approval may only be granted if the proposal meets the JCC 18.40.650 Approval Criteria:
 - The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and land use district in which the subject property is located;
 - The variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the land use district in which the subject property is located;
 - 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 land use district in which the subject property is located;

- The special circumstances of the subject property make the strict enforcement of the provisions of this code an unnecessary hardship to the property owner;
- The special circumstances are not the result of the actions of the applicant; and
- The variance is consistent with the purposes and intent of this Unified Development Code.

Questions

1) What is the name of the road (or ingress/egress easement) from which you are requesting a setback variance?

2) What is the distance you are requesting from the edge of the surveyed road (or ingress/egress easement) right-of-way to the proposed structure?

3) Please stake your property line and stake the footprint of the proposed structure.

Date this was/will be done. _____

4) Please explain in detail why your proposal is unable to meet the required road setback. In your explanation describe all restrictions on your property which prohibit meeting the required setback (examples: streams, wetlands, landslide hazard, steep slopes, shoreline, etc.) Please attach any special reports or photos you have to support your request. In order to provide a complete explanation please attach additional sheets if necessary.

OFFICE USE ONLY		
Road Setback Variance Fees		
Land Use Review	DCD018	\$ 408.00
Public Works (required if setback is from a county road) (DPW ROW Variance/PW receipt abbreviation)	DCD027	\$ 213.00
Scan Fee	DCD022	\$ 25.50
Technology Fee – 5% of subtotal	DCD003	\$
Total Fees*		\$

*Additional fees may apply.

Signature

ACKNOWLEDGEMENT

By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application packet may result in this permit being null and void.

(APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE)

(DATE)

[NOTE: Representative authorization is required if application is not signed by the Owner.]