



**CHELAN COUNTY  
INFORMATION MATERIALS FOR  
A RIPARIAN VARIANCE APPLICATION**

This packet is designed to assist you in preparing your application for a riparian variance. Applications may be submitted to the Chelan County Building, Fire Safety and Planning Department, 411 Washington St., Wenatchee, WA 98801 between 8 a.m. and 5 p.m. Monday through Friday, except holidays.

**Contact the Planning Department** to determine land use zoning and setbacks.

Please provide the following information at the time of submittal. If any of this information is not provided we will be unable to process your application until the information is provided.

- A completed variance application form**
- Applicable non-refundable fees (Including Planning and Health District review and processing fees, and receipt number for Public Work's fees)**
- Assessor's Parcel Map**
- Vicinity Map**
- Complete Site Plan – Please submit your site plan on 11” x 17” pr 8 ½” x 11” paper. If your proposal requires a larger site plan please supply twelve copies of the plan.**

Section 11.95.010: No variance shall be granted to allow the use of property for purposes not authorized in the district in which the proposed use would be located, create lots with less than the minimum lot size required by the district, increase densities above that established for that district, or reduce/eliminate standards of other titles of the Chelan County Code.

**NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR RIPARIAN VARIANCE WILL BE APPROVED.**

Upon receiving an application a file will be setup and within 28 days after receiving the application the applicant will receive a written determination of completeness. After issuing the determination of completeness the department will issue a notice of application and appropriate application materials will be routed to appropriate reviewing agencies. Each agency will review your application and provide the planning department with a list of comments and/or items that you must provide in order to obtain their

approval of the variance. A notice of application will be posted at the site, published and sent to surrounding property owners within 300 feet of the action. There is a 14-day comment period for the notice of application.

An open record hearing date is set before the Chelan County Hearing Examiner and the applicant notified of the date, time and place of the hearing. Testimony both for and against the proposal will be taken and the applicant will be able to provide rebuttal to all testimony presented. The Hearing Examiner then has ten days to approve, approve with conditions, or deny the application.

Any questions regarding this process should be directed to the Chelan County Building, Fire Safety and Planning Department, (509) 667-6225. Our office hours are 8 a.m. to 5 p.m. Monday through Friday except holidays.

**JURISDICTIONS TO BE CONTACTED**

**Chelan County Building and Planning Department  
411 Washington St., Wenatchee, WA 98801  
(509) 667-6225**

**Chelan/Douglas Health District  
200 Valley Mall Parkway, East Wenatchee, WA 98802  
PO Box 429, Wenatchee, WA 98807  
(509) 886-6450**

**Chelan County Public Works  
350 Orondo St., Wenatchee, WA 98801  
(509) 667-6415**

**Chelan County Assessor  
350 Orondo St., Wenatchee, WA 98801  
(509) 667-6365**

**FOR DEPARTMENTAL USE ONLY**

Date Received: _____	Date Stamp: _____
Received By: _____	
Received via US Mail: _____	
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Returned: _____	
Fees Paid: _____	
Receipt No: _____	
PW Receipt No: _____	

**CHELAN COUNTY  
VARIANCE APPLICATION (Rev. 6/27/01)**

This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to CCC 14.08.030, except variance, planned development, and rezone requests.

**SECTION I: APPLICANT INFORMATION**

- 1. If an amendment, relate to Application/File # \_\_\_\_\_
- 2. Identify Use or Activity for which the permit is requested: \_\_\_\_\_
- 3. Project Name: \_\_\_\_\_
- 4. **Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 5. **Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 6. **Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 7. **Contractor:** \_\_\_\_\_ License #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 8. Detailed Description of Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II: PARCEL/SITE INFORMATION**

9. Site Address: \_\_\_\_\_

10. Assessor's Parcel Number(s): \_\_\_\_\_

11. **Location:** Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Related Parcels: \_\_\_\_\_

12. Please give detailed driving directions to the site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Legal Description (Attach legal description unless lot and block): Attach a copy of **the Assessor's Parcel Map**. \_\_\_\_\_

14. Zoning Designation: \_\_\_\_\_

15. \* Comprehensive Plan Designation: \_\_\_\_\_

16. Are you in an urban growth area? \_\_\_\_\_

17. What is the current use of the site? \_\_\_\_\_

18. Identify existing structures and improvements on site: \_\_\_\_\_  
\_\_\_\_\_

19. Is the site near an airport? \_\_\_\_\_

20. Is the site within a 100-year flood plain? \_\_\_\_\_

21. Are there wetlands, water bodies, rivers or streams on the site or within 200 feet of the site?  
If yes, identify: \_\_\_\_\_

22. \* What is the Shoreline Environment Designation? \_\_\_\_\_

23. Are there steep slopes on the site? \_\_\_\_\_

24. \* Is the site in a Fish and Wildlife Habitat Conservation Area? \_\_\_\_\_

25. Are there any known cultural or archeological resources on the site? \_\_\_\_\_

26. Will landfill be required? \_\_\_\_\_ If yes, Approximate cubic yards \_\_\_\_\_

27. Will excavation be required \_\_\_\_\_ If yes, approximate cubic yards \_\_\_\_\_

\* Please contact or come to the planning department for this information.

28. Are there drainage ways on site or within 1000 feet of the site? \_\_\_\_\_
29. Are there any geologically hazardous areas on the site or within 1000 feet of the site including the following:  
Avalanche areas \_\_\_\_\_  
Areas susceptible to erosion \_\_\_\_\_ Landslide hazardous areas \_\_\_\_\_  
Areas of Historic slope failure \_\_\_\_\_ Seismic hazard areas \_\_\_\_\_
30. Is the site located on an alluvial fan or within 1000 feet of any alluvial fan? \_\_\_\_\_
31. Are slopes on site in excess of 45 percent or is the site within 1000 feet of any area with a slope of forty five percent or steeper? \_\_\_\_\_
32. Are there any springs, seeps, ponds or wetlands on the site? \_\_\_\_\_
33. What is the average grade of the site? \_\_\_\_\_
34. Identify the School District in which the property is located: \_\_\_\_\_
35. Identify the Fire District in which the property is located: \_\_\_\_\_
36. Identify the Irrigation District within the site is located: \_\_\_\_\_
37. Please describe adjacent land uses in all directions around the subject property:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

38. Roads: Name of the road the property fronts on \_\_\_\_\_  
(contact the Public Works department if you have any questions)

**Identify type of Road:**

County Road  Primitive County Road  Private Road   
Driveway  Forest Service Road  State/US Highway   
Access Easement

**Width of existing road surface:** \_\_\_\_\_

Type of existing road surface: Paved/two shot  Asphalt   
Gravel  Dirt

39. Lot Size and Dimensions: \_\_\_\_\_
-

**SECTION III: UTILITIES**

The site/proposal will be or is served by:

40. **Water:**

Well  Private System  Public System  City System

Identify Provider: \_\_\_\_\_

Is site in a water district? \_\_\_\_\_ If yes, identify \_\_\_\_\_

41. **Sanitation:**

Septic  Sewer System

Identify Provider: \_\_\_\_\_

42. **Power:**

Is electrical power available to the site? \_\_\_\_\_

If yes, identify provider: PUD  REA

43. Phone: Yes  No  Name of utility: \_\_\_\_\_

44. Natural Gas: Yes  No  Name of utility: \_\_\_\_\_

45. Cable: Yes  No  Name of utility: \_\_\_\_\_

46. Irrigation: Yes  No  Name of Provider: \_\_\_\_\_

47. Private Irrigation Yes  No

48. Number of water shares \_\_\_\_\_ Are water shares to be divided? \_\_\_\_\_

49. Garbage Service Yes  No  Name of Utility \_\_\_\_\_

50. Nearest town or city: \_\_\_\_\_

**SECTION IV: GENERAL INFORMATION**

51. Has site preparation been started on the site? If so, explain to what extent. \_\_\_\_\_

52. If the proposal is commercial or industrial, what are the hours of operation? \_\_\_\_\_

53. What type of landscaping, fencing and buffering will be used to shield the proposed use from adjoining properties? \_\_\_\_\_

54. Do you have any plans for future additions, expansions, or further activity related to or connected with the proposal? Explain. \_\_\_\_\_  
\_\_\_\_\_

55. Are there any other applications pending for governmental approvals for this or other proposals affecting the property covered by this proposal? \_\_\_\_\_ If yes, please list. \_\_\_\_\_  
\_\_\_\_\_

56. Please provide a development schedule with the approximated dates that you propose to commence and complete construction. \_\_\_\_\_  
\_\_\_\_\_

In order to be accepted for a Determination of Completeness, all land use permit applications must include a complete application, including an Assessor’s parcel map, vicinity map that identifies the boundaries of the subject property and all properties within a one mile radius, a complete site plan, all applicable fees and applicable review criteria questions specific to each category of permit application.

**SECTION V: AUTHORIZATION**

I hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Applicant Name: \_\_\_\_\_ Parcel # \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If person other than property owner is the applicant, an ownership certificate must be signed, and notarized)

**SECTION VI: OWNERSHIP CERTIFICATION**

**IF A PERSON OTHER THAN THE PROPERTY OWNER IS SIGNING THIS APPLICATION, AN OWNERSHIP CERTIFICATION MUST ALSO BE SUBMITTED.**

I, \_\_\_\_\_ here by certify that I am the major property owner, authorized agent, or officer of the corporation owning property described in the attached application and I have familiarized myself with the rules and regulations of Chelan County with respect to making this application and that the statements, answers and information contained therein are in all respects true and correct to the best of my knowledge and belief. Further, I posses full legal authority and rights necessary to exercise control over the subject property.

I certify or declare under penalty of perjury under the lows of the State of Washington that the foregoing is true and correct.

Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ for \_\_\_\_\_

(Give corporation or company name)

At \_\_\_\_\_  
\_\_\_\_\_

(Here signator must state place of signing  
which may be different than address.)

**ACKNOWLEDGEMENT**

State of Washington }  
  }  
Chelan County            }

On this day personally appeared before me \_\_\_\_\_ to be known the individual described in and who executed within and foregoing instrument and acknowledge to me that \_\_\_\_\_ signed the same as \_\_\_\_\_ free and voluntary act and deed for the uses and purposed therein mentioned.

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

**VARIANCE CRITERIA**

1. Description of proposed variance (include an explanation of the hardship).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Section 11.95.030 of the Chelan County Zoning Resolution states that no variance shall be granted unless it can be shown that all of the following conditions exist:**

2. The variance is necessary for the preservation of a property right of the applicant substantially the same as is possessed by owners of other property in the same neighborhood or district and shall not constitute a grant or special privilege. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
3. The plight of the applicant is due to unique circumstances such as topography, lot size or shape, or size of buildings, over which the applicant has no control. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
4. The hardship asserted by the applicant is not the result of the applicant's or the owner's action. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
5. The authorization of the variance shall not be materially detrimental to the public welfare and safety, to the purposes of this title, be injurious to property in the same district or neighborhood in which the property is located, or be otherwise detrimental to the objectives of the comprehensive plan. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. The hardship asserted by the application results from the application of this title to the property. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RIPARIAN VARIANCE CRITERIA**

In addition to the requirement of Chapter 11.95 *Variances* of the Chelan County Zoning Resolution, the following conditions and requirements must be met in order to grant a variance from the provisions contained in Chapter 11.78.

- A. Significant impacts to the fish and wildlife habitat functions as stated in Section 11.06.020 would be mitigated by the applicant by addressing with conditions of approval where practical:
1. Purpose: To identify and protect fish and wildlife habitat conservation areas as required by the Growth Management Act and to maintain the present high quality of Chelan County's fish and wildlife habitat conservation areas. The intent of this district is also to protect the structure, value, and function of fish and wildlife habitat conservation areas. In order to protect and maintain fish and wildlife habitat conservation areas, the following fish and wildlife habitat functions shall be considered:
    - a) Erosion control and shoreline stabilization;
    - b) Stream temperature control;
    - c) Water purification;
    - d) Water storage and conservation;
    - e) Nutrient and food input to the aquatic system;
    - f) Instream structure by provision of large woody debris;
    - g) Moderate micro-climate;
    - h) Diverse and productive habitat for riparian and upland wildlife;
    - i) Habitat continuity and travel corridors for wildlife in a fragmented landscape;
    - j) High fish and wildlife density and diversity;
    - k) Seasonal ranges;
    - l) Breeding habitat; and
    - m) Food and cover.
- B. No other reasonable use with less impact is possible; and
- C. Impacts to fish and wildlife habitat cannot be lessened through location or design changes to the proposed use.

**SITE PLAN CHECKLIST**

- Must be drawn to a standard engineering scale not to exceed 1" = 100'. Indicate the scale used. Must include North arrow.
- Boundaries (all property lines), dimensions, and area of lot/parcel (square feet or acreage).
- Land features such as top and bottom of slopes, direction of slope, ravines, location of wetlands, streams, lakes, rivers, ordinary high water mark of shoreline areas, fish and wildlife habitat.
- Location, size, and purpose of all existing strictures (temporary or permanent) and proposed structures. Include outdoor lighting and signage. Label each as existing or proposed.
- Existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- Locations, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc.
- Location and dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios, and chimneys.
- Distance between property lines and existing/proposed buildings and distances between buildings.
- Location and width of existing and proposed driveways/accesses serving each structure and any parking area. Include drainage facilities such as drains, detention ponds, catch basins etc.
- Width and name of roads bordering the property and indicate whether they are public or private.
- Indicate any and all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor's File number.
- Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines and any water body or wetland area.
- Indicate location of water lines, well, and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps onto your parcel.

I hereby certify that the information on this site plan is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided the application will not be accepted as a complete application.

Applicant Name: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_