



File(s) No. \_\_\_\_\_

**CHELAN COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801**  
**TELEPHONE: (509) 667-6225**

**VARIANCE APPLICATION  
SUPPLEMENTAL INFORMATION**

This packet is designed to assist you in preparing your application for a Variance. Contact the Chelan County Department of Community Development to determine land use zoning and setbacks.

Please select from the following:

- ☐ Variance
- ☐ Riparian Variance
- ☐ Wetland Variance

The following information is required at the time of submittal.

- ☐ General Land Use Application Form
- ☐ Document compliance with Review Criteria as referenced in Chelan County Code (CCC), Section 11.95.030

Within twenty-eight (28) days of receiving a complete application, the applicant will receive a written Determination of Completeness or a notice of Incomplete, identifying required additional information. After issuing the Determination of Completeness, a Notice of Application will be issued within fourteen (14) days. The application is then routed to all agencies with jurisdiction and surrounding properties for a fourteen (14) day review and comment period. An open record hearing date will be set before the Chelan County Hearing Examiner and the applicant and all parties of record will be notified of the date, time, and place of the hearing. Testimony regarding the proposal will be taken and the applicant will be able to provide a rebuttal to all testimony presented. Upon closing the public hearing, the Hearing Examiner will then have ten (10) working days to approve, approve with conditions, or deny the application. The Hearing Examiner decision may be appealed in accordance with CCC, Section 14.12.

***Any questions regarding this process should be directed to Chelan County Department of Community Development.***

**VARIANCE APPLICATION REVIEW CRITERIA**

**CCC, 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.

For any Variance the criteria of the CCC, Section 11.95.030 shall be addressed prior to application submittal.

Additionally, for a Riparian Variance the following provisions of the Chelan County Code shall be addressed prior to application submittal:

- CCC, Section 11.06.020(17)
- CCC, Section 11.78.230

Additionally, for a Wetland Variance the following provisions of the Chelan County Code shall be addressed prior to application submittal:

- CCC, Section 11.06.020(18)
- CCC, Section 11.80.120