



CITY OF SUMAS  
Planning & Development  
**Variance Application**

The following information or material is required with all short subdivision applications. If any of this information is missing or incomplete, processing of the application will not begin.

Filing fee as established in Section 3.30.010 SMC **(\$500.00)**

Complete application form.

A map, drawn to a scale of 1" = 20', showing existing buildings, street(s) and property lines and showing the proposed variance. If the variance is associated with new construction, show the proposed new structure, associated parking, and also provide evaluations and square footage of the structure. If the map is larger than 11"x17", submit 3 copies.

Self-adhesive address labels preaddressed to the latest recorded real property owners within three hundred feet (300') of the property affected by the application, as shown by the records of the Whatcom County Assessor.

**Applicant(s) Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Single entity and address to which the City will mail all notices and determinations:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Address of Affected Property:** \_\_\_\_\_

**Assessor's tax parcel number for affected property:** \_\_\_\_\_

**Legal Description of affected property (attach separate page if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current use of the property:** \_\_\_\_\_

**Brief description of requested variance:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On an attached sheet, provide the following information:**

- 1) Describe the *unique circumstances* pertaining to your property, differing from general Conditions of your neighborhood, that make the variance necessary. (i.e., circumstances related to size, shape, topography, location, or surroundings of your property). Explain how those circumstances *are not the result of you own prior actions*.
- 2) Describe how those unique circumstances *deny you a use or improvement that is typically allowed at other properties within your zoning district*.

- 3) Will this variance, if granted, be *detrimental to the public welfare or injurious to nearby property or improvements* in the same zone district? Explain why or why not.
  
- 4) Explain how the requested variance, if granted, will *not provide you with a special privilege that is unavailable to neighboring properties* in your zoning district. Also explain how your property will *remain consistent with the essential use provisions of your zoning district*.

**DECLARATION:**

I (we) the undersigned hereby declare under penalty of perjury that:

- a. The property affected by this application is exclusively owned by the applicant(s) or has been submitted with the consent of all owners of the affected property;
  
- b. The project permit application materials contain no known misrepresentation of fact or proposed action or design that, if completed would result in a structure, improvement, lot or condition in violation of the Sumas Municipal Code; and
  
- c. The address labels submitted with the application are complete and accurate as of the date of application.

**Signature of Applicant(s):** \_\_\_\_\_  
 \_\_\_\_\_

**Date of Submittal:** \_\_\_\_\_

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**FOR OFFICE USE ONLY BELOW THIS LINE**

Date of Notice of Completion to Applicant (mailed): \_\_\_\_\_

Date of Notice of Application to the Public (mailed, published): \_\_\_\_\_

Date of Close of Comment Period: \_\_\_\_\_

Date of Administrator's Decision: \_\_\_\_\_

Date of Notice of Decision to Public (mailed, published): \_\_\_\_\_