



**CITY OF PHILOMATH**  
 980 Applegate Street  
 PO Box 400  
 Philomath, OR 97370  
 541-929-6148; 541-929-3044 FAX  
 www.ci.philomath.or.us

**Fee: \$335**

## CLASS A VARIANCE APPLICATION

### Applicant(s)

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Interest in Property (Owner, Purchaser, Agent, etc.): \_\_\_\_\_

Other individuals you would like to be notified concerning this application:

<u>Name</u>	<u>Address</u>	<u>E-mail</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### General Property Information

Street Address: \_\_\_\_\_

Assessor's Map: \_\_\_\_\_ Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current area and use(s) of the Property: \_\_\_\_\_

Describe the Variance being requested:

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

## General Information

The Planning Official shall authorize select variances from the requirements of the Philomath Municipal Code involving the following standards, provided the applicable decision criteria is met:

### Class A Variances

1. Front yard setbacks. Up to a 10 percent change to the front yard setback standard in the land use district.
2. Interior setbacks. Up to a 10 percent reduction of the dimensional standards for the side and rear yard setbacks required in the base land use district.
3. Lot coverage. Up to 10 percent increase of the maximum lot coverage required in the base zone.
4. Landscape area. Up to 10 percent reduction in landscape area (overall area or interior parking lot landscape area).

Class A Variance Approval Criteria. A Class A Variance shall be granted if the applicant demonstrates compliance with all of the following criteria:

1. There is no opposition from adjacent property owners.
2. The variance requested is required due to the lot configuration, or other conditions of the site.
3. The variance does not result in the removal of trees, or it is proposed in order to preserve trees, if trees are present in the development area.
4. The variance will not result in violation(s) of of the Philomath Municipal Code Chapters 18.60-18.95, or other design standards.

## Required Application Information

### **A detailed description of the present use of the property and the proposed variance, including:**

- The current use of the property
- The size of all buildings
- A description of the variance that is being requested

### **A map of the property, drawn to scale, that contains the following information.**

- The property boundaries and the location and use of all buildings and other improvements on the property
- A north arrow and the scale of the map
- Any other information necessary in reviewing the use for compliance with the ordinance criteria

**Additional Responsibilities of the Applicant**

It is the responsibility of the applicant to determine if wetlands are present on the property and to contact the appropriate state and federal permitting agencies prior to applying for a development permit from the City. If hydric soils are present on the property or if the property contains a wetland designated on the National Wetlands Inventory Map, the applicant must submit documentation to the City that: (1) A permit has been applied for from the Oregon Division of State Lands; or (2) The Division of State Lands has determined that no permit is necessary for the project.

City staff will assist the applicant in determining if the property contains hydric soils or is identified on the National Wetlands Inventory Map, but the City has no responsibility for determining if wetlands are present or if a state or federal permit is required.

**Signature(s)**

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. This application must be signed by all owners of the property, or a statement authorizing the applicant to act for the owner must accompany the application.

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Date

**Processing Information**

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony to the Planning Official prior to any decision. The City will also send notices regarding the application and final decision to the applicant, affected government agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

Anyone who submitted written testimony to the Planning Official may appeal a decision of the Planning Official to the Planning Commission by filing an appeal application with the City within 14 days of the decision.

*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_