



CITY OF PHILOMATH

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A P P L I C A T I O N

VARIANCE—CLASS A

Application Fee: \$ 400

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

PROPERTY OWNER(S) INFORMATION

Names(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

APPLICANT INFORMATION

Names(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

Interest in Property (*Owner, Purchaser, Agent, etc.*): _____

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

PROPERTY INFORMATION

Site Address: _____

Assessor's Map & Tax Lot Number(s): _____ Zoning: _____

Existing Structures: _____

Current use(s) of the property: _____

Request Summary

REQUIRED APPLICATION INFORMATION (PMC 18.155)

The Planning Official shall authorize select variances from the requirements of the Philomath Municipal Code 18.155. An application for variance shall include the following information:

1. A detailed description of the present use of the property and the proposed variance, including:
 - a. The current use of the property
 - b. The size of all buildings
 - c. A description of the variance that is being requested
2. A map of the property, drawn to scale, that contains the following information.
 - a. The property boundaries and the location and use of all buildings and other improvements on the property
 - b. A north arrow and the scale of the map
3. 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. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

Applicant Signature	Date
Co-Applicant or Property Owner Signature	Date

PROCESSING INFORMATION (PMC 18.105.040)

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: _____

Internal File Number: _____ ePermitting File Number: _____

Planner Assigned: _____ Date Application Deemed Complete: _____