

**CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG A, PULLMAN, WA 99163**

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**INFORMATION REQUIRED WHEN APPLYING FOR A FLOODPLAIN VARIANCE**

**APPLICATION**

A complete application must be filed with the Department of Public Works in sufficient time to allow for staff to review the application and give public notification of the hearing before the Hearing Examiner. An application will not be accepted until complete, as determined by the Public Works Director. A complete application must include:

1. Application Form (attached).
2. Findings of Fact (see attached for explanation).
3. Plot Plan. A site plan is required that shows all existing and proposed structures including location, size, bulk, required yards, property lines, driveways, streets, landscaped areas, and any elevations, perspectives, or other sketches deemed necessary by the Director to illustrate the variance request, as well as any other engineering data, calculations, or illustrations that may be required by the Director.
4. Legal Description. The applicant shall submit a complete legal description that adequately describes the property for which the variance is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for correction.

**FEES**

Floodplain Variance Fee.....\$ 250.00

**ASSISTANCE**

The Planning Division is available for assistance by phoning 509-338-3220.

RECEIPT NO.: \_\_\_\_\_  
DATE APPLICATION RECEIVED: \_\_\_\_\_  
DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
**FLOODPLAIN VARIANCE APPLICATION**  
**PULLMAN CITY CODE CHAPTER 17.100.080**

The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and that such construction below the base flood level increases risks to life and property.

**APPLICANT:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

**PROPERTY LOCATION** (general or common address):

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

**VARIANCE REQUESTED:**

State Pullman City Code section(s) involved, and give description of and reason for request.

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

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_ Initial here if you will accept email correspondence in lieu of hardcopy mail.

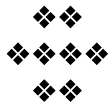
**This Floodplain Variance Application is being submitted with my consent.**

\_\_\_\_\_  
Property Owner Signature

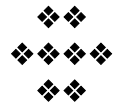
\_\_\_\_\_  
Date

## APPLICANT'S PROPOSED FINDINGS OF FACT

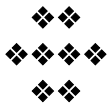
Prior to making a decision regarding a request for a floodplain ordinance variance, the Pullman Hearing Examiner must adopt "Findings of Fact." These Findings of Fact are factual statements which the Hearing Examiner relies upon in reaching any conclusions and decisions. The burden of proving that a floodplain variance should be granted under the provisions of the Pullman Zoning Code rests with the applicant and the Hearing Examiner may require such substantiating data as it may deem necessary. Thus, it is necessary for the applicant to present facts in brief written form which will make it possible for the Hearing Examiner to conclude affirmatively that **all** of the following criteria can be met.



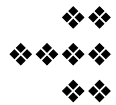
**ANSWERS SHOULD BE PREPARED  
ON SEPARATE PAPER AND ENTITLED,  
"APPLICANT'S PROPOSED FINDINGS OF FACT".**



- (a) A showing of good and sufficient cause for granting the variance has been made by the applicant.
- (b) Failure to grant the variance would result in exceptional hardship to the applicant.
- (c) Granting the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nuisances, fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (d) The variance is the minimum necessary to afford relief to the applicant.



**ANSWERS SHOULD BE PREPARED  
ON SEPARATE PAPER AND ENTITLED,  
"APPLICANT'S PROPOSED FINDINGS OF FACT".**



## CHECKLIST

### FLOODPLAIN ORDINANCE VARIANCE

- \_\_\_ 1. Application filed with Public Works Department.
- \_\_\_ 2. Application reviewed for completeness by Planning Division.
- \_\_\_ 3. Legal description checked by Engineering Division.
- \_\_\_ 4. Application accepted as complete by Public Works Director.
- \_\_\_ 5. Date set for Hearing Examiner public hearing (date must be within 90 days of date of filing).
- \_\_\_ 6. Notice of Public Hearing filed by Planning Division with official newspaper of the city (Notice must appear at least 10 days prior to the hearing).
- \_\_\_ 7. Notice of Public Hearing posted at subject property and mailed to surrounding property owners (Notice must be distributed at least 10 days prior to the hearing).
- \_\_\_ 8. Notice of Public Hearing published.
- \_\_\_ 9. Staff report prepared by the Public Works Department and mailed to applicant and Hearing Examiner, and made available for public review prior to the public hearing.
- \_\_\_ 10. Public hearing conducted by Hearing Examiner.
- \_\_\_ 11. Applicant notified in writing of Hearing Examiner's decision.