



SHORT PLAT VARIANCE APPLICATION

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

CITY REVIEW PROCESS:

The following information provides a brief description of the process by which short plat variances are evaluated by the City. For more detailed information concerning the conditional use permit review process, please refer to Chapter 17.12.095, and Title 14 of the City of Ferndale Municipal Code.

1. **Informal Pre-Application Meeting:** This is a suggested but not a required step in which the applicant meets one or more times with City staff to discuss City development standards, permit application procedures and any other information that may be pertinent to assist the applicant in filing an application.
2. **Application Submittal:** The applicant submits complete plans, forms, environmental checklists, and appropriate fees to City staff. Staff must review the materials for completeness. If incomplete, the applicant shall be notified in writing of specific information required to complete the application.
3. **Notice of Application:** Staff will prepare a notice of application to be distributed by the applicant for the purpose of notifying the public that an application has been filed with the City. The notice period can be anywhere between 14 and 30 days.
4. **Environmental Review (if applicable):** The City staff issues a determination under the provisions of the SEPA (State Environmental Policy Act). If a determination of significance is made, and EIS (Environmental Impact Statement) must be written and the application process will not move forward until the EIS is complete. If a determination of non-significance is made, an EIS is not required and the application can be scheduled for public hearing. A notice of the SEPA determination will be prepared by staff and distributed by the applicant prior to the public hearing.
5. **Public Hearing Notification:** The City will prepare a Public Hearing notice to be distributed by the applicant.
6. **Staff Report:** Community Development Staff prepares a written report summarizing the short plat variance request and provides a copy to the Hearing Examiner the week before the hearing.
7. **Public Hearing:** The Hearing Examiner conducts a public hearing. This is the only opportunity for the public or applicant to make verbal testimony to the record. All written comments received during the notice of application and notice of public hearing comment periods will be made a part of the record. The Hearing Examiner will render a decision within 10 days of the date of the Public Hearing. A written notice of decision is mailed to the applicant and all parties of record.
8. **Appeals:** Any aggrieved party has an opportunity to appeal a decision of the Hearing Examiner to Whatcom County Superior Court.



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VARIANCE APPROVAL CRITERIA:

In granting an approval for a variance from short plat requirements, the Hearing Examiner must find all of the following:

1. That the public interest does not require strict compliance with the specified short plat requirements because the proposed short plat is clearly an area or of a type that will not likely add to or result in any type of urbanization or increased density of use in the foreseeable future.
2. That the variance would not confer a special benefit upon the persons or property that would not be equally available to all persons or property under the same circumstances.
3. That the hardship to the applicant outweighs the public benefit to be derived from strict compliance with the specified short plat requirement(s).
4. That fairness could be achieved and the public interest secured by the granting of the variance.



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SHORT PLAT VARIANCE APPLICATION FORM

SUBMITTAL REQUIRED BY APPLICANT:

- Completed Master Application Form
- Completed Short Plat Variance Application Form
- Completed Short Plat Application Form and all required documents

TO BE COMPLETED BY APPLICANT:

The following information or material is required with all short plat variance applications. If any or all of the required information or materials is missing or incomplete, the application will not be considered complete and will not be scheduled for public hearing until the necessary material is submitted.

CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

OTHER CONTACT

APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

PROPERTY INFORMATION

Site Address: _____

Tax Parcel Number(s): _____

Legal Description(s): _____

Zoning: _____



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PROJECT INFORMATION

Existing Use: _____

Proposed Use: _____

Adjacent Uses: _____

SUPPLEMENTAL INFORMATION

Attach additional sheets, or provide a separate narrative to fully describe the details regarding the proposal and as to how the applicant can demonstrate the proposal meets the approval criteria.

Which development standard(s) do you propose to vary from or change?

What solution do you propose instead?

Explain why you cannot comply with the development standards:



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PROJECT INFORMATION

Explain why the variance will not give you a special benefit over others in the same circumstance:

Explain how your bad circumstances are more important than the rules in this case:

Explain why issuing a variance would be fair to both you and others in your neighborhood:

Staff may request additional information during the review process

CERTIFICATION

I CERTIFY THAT UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HEREWITH ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE. I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE CITY STAFF INVOLVED IN THIS APPLICATION OR THEIR DESIGNEES TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY WHICH IS NECESSARY TO PROCESS THIS APPLICATION.

OWNER:

Signature: _____ Date: _____

APPLICANT (if different than Owner, above)

Signature: _____ Date: _____