



VARIANCE, UNUSUAL USE, REASONABLE USE EXCEPTIONS INFORMATION

Please see the Land Use Planning Application Fees document for variance fees.

The following information will need to be gathered before making an application for variance or parking modification:

Applicant Information

- Name and contact information (phone, mailing address, and email)

Site Information of all parcels involved

- Site addresses
- Tax Parcel Numbers
- Property owner names, email information

General Information.

- Is this a variance request per OMC 18.66.020
- Is this a request for an Unusual Use per OMC 18.66.080
- Is this a request for a Reasonable Use Exception per OMC 18.66.040

Please note that a parking modification of greater than 40% (increase or decrease) will require Hearing Examiner review and approval.

If you have questions and would like to discuss with a Planner before you submit an application, please contact our office at 360.753.8314 or cpdinfo@ci.olympia.wa.us

The following document is required to be uploaded **after** the application has been submitted on the portal in order to be considered complete:

1. ***Justification of variance, unusual use, or reasonable use exemption***
2. ***Site Plan***
3. ***Certified Property Owner List***

ANY AND ALL SUBMITTAL DOCUMENTS MUST MEET THE PDF SUBMISSION REQUIREMENTS (SEE STANDARD FOR MORE INFORMATION <https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView>)