



VARIANCE FENCE/RETAINING WALL OR PARKING MODIFICATION CHECKLIST

VARIANCE FENCE/RETAINING WALL OR PARKING MODIFICATION 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

- Request is for an increase or decrease in parking stalls
- What percent of a modification is being requested?
- Fence or Retaining wall modification

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

PARKING MODIFICATION APPLICATION

A parking modification application shall be submitted electronically and shall include the following:

1. A site plan/vicinity map showing the location of all existing and proposed structures and parking spaces, setbacks from property lines, boundaries of the property, all environmentally sensitive features, and any on-street parking adjacent to the site.
2. A typed report providing the basis for the modification. This report must include:
 - Site accessibility and proximity to transit infrastructure, transit times, bicycle and pedestrian infrastructure, shared and combined parking opportunities, employee and customer density and transportation usage patterns.
 - Describe and demonstrate alternative transportation strategies such as carpooling, flexible work schedules, telecommuting, or parking fees are used
 - Demonstrate compliance with commute trip reduction measures, if applicable.
 - Identify possible negative effects on adjacent uses and mitigation strategies, if applicable.

If the modification request exceeds a 20% change, the following is also required to be addressed in the report:

- If increasing, provide a parking demand study prepared by a transportation engineer licensed in the State of Washington, which supports the need for more parking
 - If decreasing, show that the site is or within six months of occupancy will be within one quarter mile walk of transit serviced verified by Intercity Transit, and that the site is more than 300' from a single-family residential zone.
 - Clearly demonstrate how landscaping requirements for the additional parking area have been doubled as outlined in OMC 18.38.080(b)(3)(a).
3. If greater than 20 percent modification is requested, include a title-company certified list of property owners of record within 300 feet of the site. This list must be submitted electronically on an Excel Spreadsheet.
 4. Clearly demonstrate how landscaping requirements for the additional parking area have been doubled as outlined in OMC 18.38.080(b)(3)(a).

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 or parking modification***
2. ***Site Plan***
3. ***Transit Document***
4. ***Certified Property Owner List***
5. ***Parking Demand Study***
6. ***Plans***

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