



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321  
360-829-1921 ♦ Fax 360-829-2659 ♦ [www.cityofbuckley.com](http://www.cityofbuckley.com)

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## City of Buckley Variance Checklist

The following is the information you will need in order to complete a variance application. The more information you provide to the Board, the better case you will make. This is a modified version of the actual application and will not be substituted for the actual application. You will want to respond to each question as thoroughly as possible. If you need further information, please contact the City at 360-829-1921. A preliminary meeting with staff, prior to application, is recommended.

1. Applicant/Property Owner:  
    Phone #  
    Address
2. Applicant (if other than property owner) :  
    Phone #  
    Address
3. Surveyor/Engineer  
    Phone #  
    Address
4. Assessor's Parcel No(s)
5. Legal description (attach additional sheets if necessary)
6. Stamped, addressed envelopes with names and addresses of all property owners within 300 feet of project boundary, and a property listing obtained from Pierce County Planning and Land Services, 2401 35<sup>th</sup> St, Tacoma.
7. Site plan and project design specifications – 3 copies
8. Provide a complete environmental checklist for SEPA review (if required by the City)
9. \*If clearing, grading and/or filling:  
    Estimate number of cubic yards: \_\_\_\_\_ if over 500 cubic yards, attach SEPA checklist.  
  
    ( ) Regraded      ( ) Removed from site      ( ) Imported to site      ( ) Other

Maximum height of fill  
Maximum depth of cut  
Square footage of area to be covered with impervious surface.

10. Describe and identify on site plan any streams, drainage course or wetlands known or suspected within 200 feet of the property and indicate whether or not the project will effect or impact any of these as well as alter the flow of stormwater across the property.

**Payment of application fees.**

No application for subdivision, short subdivision or binding site plan approval or request for lot line adjustment shall be examined or considered by the city until the following intake fees and deposit fees have been paid in full by the applicant:

<b><u>Application</u></b>	<b><u>Intake Fee</u></b>	<b><u>Deposit Fee</u></b>
Variance	\$50.00	\$150.00
Conditional Use Permit	\$50.00	\$475.00
Rezone	\$50.00	\$1,775 + \$100.00/acre

**Calculation of total fees.**

(1) The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the city in processing the application or request calculated as follows:

- (a) All services provided by the city planning department shall be charged at the rate of \$50.00 per hour with a minimum fee of \$25.00 for periods of one-half hour or less;
- (b) All services provided by the city engineer shall be charged at the same standard hourly rate charged the city for his services;
- (c) All services provided by the city attorney shall be charged at the same standard hourly rate charged the city for his services;
- (d) The actual cost of preparing, copying, mailing, publishing or posting any legal notice the city is required by this title to give; and
- (e) Any recording fees paid by the city.

(2) The total fee referred to in subsection (1) of this section shall be reduced by the amount of the deposit fee previously paid. Prior to final city action on the application or request, the applicant shall remit to the city the amount by which the latter's actual costs exceed the deposit fee. Final city approval of the application or request may be conditioned upon payment in full of the amount. If the deposit fee exceeds that of the city's actual costs, the balance shall be promptly refunded to the applicant.