

**FORM  
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**ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT  
APPLICATION FOR  
ADMINISTRATIVE SETBACK REDUCTION**

Application packages must be submitted in person to Island County Planning & Community Development. Submit the **original plus 3 copies** of the complete and collated application packages.

The Administrative Setback Reduction application can be used for two different setback reduction requests:

- **FRONT YARD AVERAGING** – In some neighborhoods primary residences have been built closer to the road than what the current setback would require. You may use this form to request a setback reduction on your parcel by averaging the setbacks of all existing primary residences on the same side of the street within 100 feet in each direction in the same zoning designation. If your request exceeds the average you must use Form A (Variance).
- **30% SIDE YARD SETBACK REDUCTION** – At times your parcel may be too narrow to fit your proposed residence on the parcel and still comply with the side yard setbacks. You may qualify for a 30% reduction in the side yard setback(s). If you are requesting more than a 30% reduction you must use Form A (Variance).
- **10% FRONT YARD SETBACK REDUCTION** – At times your parcel may be too shallow to fit your proposed residence on the parcel and still comply with the front yard setback. You may qualify for a 10% reduction in the front yard setback. If you are not averaging your front yard setback (see bullet #1) and you are requesting more than a 10% reduction you must use Form A (Variance).

1. Provide the date that the parcel was created and the legal description of the real property as last recorded (list here, provide on attached sheet, or Submit copy of recorded deed): \_\_\_\_\_

2. Provide names, addresses and telephone numbers of associated professional consultants such as architects or engineers not identified on cover sheet: \_\_\_\_\_

3. Specify the section of the ordinance to be varied: \_\_\_\_\_

4. Describe the ordinance requirement: \_\_\_\_\_

5. Provide a detailed description of how your proposal differs from the ordinance requirement: \_\_\_\_\_

**6. If you are requesting a Front Yard Averaging setback reduction, answer the following questions:**

a. List the addresses and the setbacks of primary residences within 100 feet of your proposed residence. If a parcel within 100 feet of your proposed residence is vacant you must list the standard setback required by code.

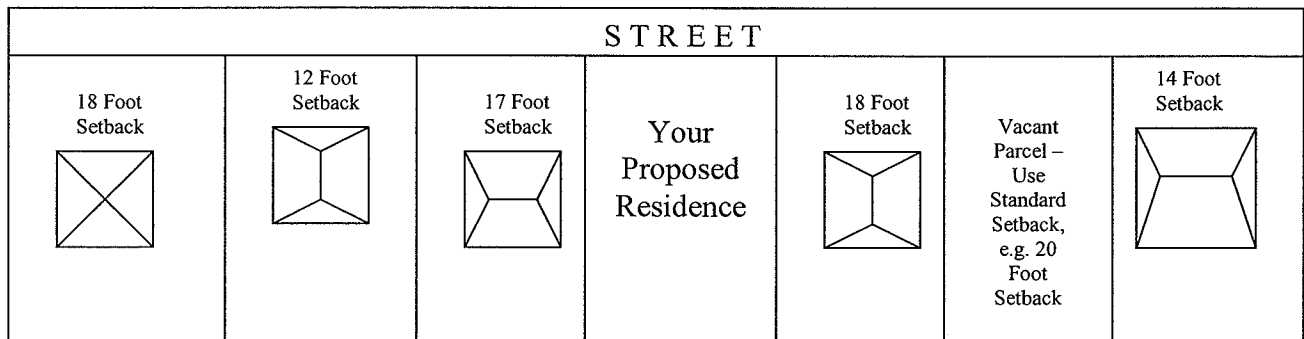
Address of Lots within 100 feet of <u>one</u> side of your proposed residence	Existing Street Setback	Address of Lots within 100 feet of the <u>other</u> side of your proposed residence	Existing Street Setback

b. Provide the average setback of the primary residences on each parcel located within the same zone, on the same side of the street, and within 100 feet on both sides of your proposed dwelling unit (do not include your own residence if your parcel is already developed): \_\_\_\_\_

Example:

Average:  $18+12+17+18+20+14 = 89$ ;  $89/6$  (# of parcels) = 14.83 feet. This is the setback that applies to your property.

Street setbacks are to be measured from the property line or edge of right-of-way, whichever is greater. Street setbacks are not measured from the edge of pavement. Please indicate on your drawing whether you are measuring from the right-of-way or property line.



**7. If you are requesting a 30% Side/Rear Yard setback reduction or a 10% Front Yard setback reduction, answer the following questions:**

- What is the standard side/rear/front yard setback for your parcel: \_\_\_\_\_
- Which side/rear/front yard setback are you proposing to reduce (e.g. north, south, east, west, both): \_\_\_\_\_
- What percent reduction are you requesting: \_\_\_\_\_; \_\_\_\_\_
- What would be the resultant side/rear/front yard setback: \_\_\_\_\_; \_\_\_\_\_



	<p>copy of the recorded document.</p> <p>g. Indicate location of septic tank, drainfield, reserve area and tightline between house and septic tank. Show distance between drainfield and reserve area to property lines and provide a copy of septic as-built or permit. Indicate if hooked up to sewer.</p> <p>h. Drainage. Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.</p> <p>i. Grading plans. Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantities and where the materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.</p> <p>j. Existing and type of proposed vegetation. Please be specific about the type, e.g. grasses, types of trees, etc.</p> <p>k. Clearing limits. Show all areas where trees and brush currently exist and where it will be cut or removed.</p> <p>l. Erosion and sedimentation control plans. Show all areas where soil will be exposed along with measures to limit the erosion and transport of silt and sediment.</p> <p>m. Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.</p> <p>n. Road distances to nearest fire hydrant, if applicant has right to use fire hydrant.</p>	
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## VARIANCE APPROVAL STANDARDS FROM THE ISLAND COUNTY ZONING ORDINANCE

- ✓ The granting of the variance shall be consistent with the purpose and intent of this Chapter and conditions shall be imposed to ensure compatibility with surrounding Permitted Uses.
- ✓ The granting of the variance will not permit the establishment of any Use which is prohibited by this Chapter.
- ✓ The granting of the variance will not impair or substantially diminish property values of surrounding neighborhood properties.
- ✓ The granting of the variance will not confer on the applicant any special privilege that is denied by this Chapter to other lands or Buildings in the same zoning classification.
- ✓ Any variation in Setback and/or height is established based upon the factors set forth in ICC 17.03.180.S.4.
- ✓ The granting of the variance shall not knowingly harm, destroy, injure, damage, or deface any archaeological resource.
- ✓ The granting of the variance must be necessary for the Reasonable Use of the land or Building and the variance as granted by the County is the minimum variance that will accomplish this purpose. The findings shall fully set forth the circumstances by which this Chapter would deprive the applicant of a Reasonable Use of his land. Mere loss in value shall not justify a variance.