



Planning Department

Administrative Exception Procedure

AHMC
(Airway Heights Municipal Code)
17.03.060

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Administrative Exception:

"A minor deviation from the standards of AHMC Title 17 which may be administratively approved by the City Planner."

WHAT TO SUBMIT

All applications shall include the following, including any additional information deemed necessary by the City Planner:

- A completed General Land Use Application Form
- State Environmental Policy Act (SEPA) Checklist (if applicable)
- Site plan consistent with the requirements of AHMC 17.03.110,C

conditions imposed by the City Planner including a limitation on future expansions of the building, the filing of a covenant declaring the property to be a nonconforming use subject to conditions imposed by the City Planner and that the expansion does not violate any setback, height, or lot area requirements.

The City Planner shall provide a written decision within thirty (30) days granting or denying an administrative exception. The written decision must indicate how the administrative exception is consistent or inconsistent with zoning requirements of the district in which the property is located. The City Planner, after reviewing a request for an administrative exception, may determine that a variance is required and direct the applicant accordingly. Any city official or the Planning Commission itself may initiate a review by the commission of any interpretation of this title by the City Planner.

ADMINISTRATIVE EXCEPTION (AHMC 17.03.060)

Administrative exceptions may be granted by the City Planner when they involve any of the following circumstances:

1. Any dimensional requirement that does not exceed one (1) foot;
2. Front, rear, and corner yard setback requirements where the deviation is for ten percent (10%) or less of that required. **Administrative exceptions are not allowed for side yard setbacks;**
3. Building height requirements where the deviation is for ten percent (10%) or less of the maximum building height;
4. Minimum lot area requirements where the deviation is for an individual lot and is for five percent (5%) or less of the required lot area;
5. Maximum building coverage requirements where the variance is for five percent (5%) or less of the maximum building coverage;
6. Lot frontage where the deviation is ten percent (10%) or less than the required lot frontage;
7. Extensions for eaves or cornices projecting two (2) feet; steps, terraces, porches with no roof may extend ten (10) feet (except in side yard); fireplaces may extend two (2) feet.
8. A nonconforming single family residence may expand the primary use (not the accessory use) provided there is no detriment to surrounding properties, no public health or safety issue is created, the expansion does not exceed the larger of 50% or 800 square feet of the existing primary use footprint, and the expansion is subject to reasonable

NOTES

DISCLAIMER

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.