



ADMINISTRATIVE EXCEPTION
SVMC 19.140

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ permitcenter@spokanevalleywa.gov

PART I – REQUIRED DOCUMENTATION

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

SITE ADDRESS: _____	PARCEL NO.: _____	ZONING: _____
<input type="checkbox"/> COMPLETED APPLICATION FORM	<input type="checkbox"/> APPLICATION FEE \$ _____	
<input type="checkbox"/> SITE PLAN (to include the following, at a minimum):		
<input type="checkbox"/> North Arrow	<input type="checkbox"/> Parcel Boundaries with Lot Dimensions	
<input type="checkbox"/> Location of all EXISTING buildings/structures with dimensions and setbacks to parcel boundaries		
<input type="checkbox"/> Location of all PROPOSED buildings/structures with dimensions and setbacks to parcel boundaries		

PART II – APPLICATION INFORMATION

PROPERTY OWNER (CHECK IF PROJECT IS OWNER BUILD ☐)

NAME: _____ PHONE: _____
MAILING ADDRESS: _____
CITY/ST: _____ ZIP: _____ EMAIL: _____

APPLICANT (CHECK IF SAME AS ABOVE ☐)

NAME: _____ PHONE: _____
MAILING ADDRESS: _____
CITY/ST: _____ ZIP: _____ EMAIL: _____

CONTRACTOR (CHECK IF OWNER REPRESENTATIVE ☐)

COMPANY NAME: _____ CONTACT NAME: _____
ADDRESS: _____ CITY/ST: _____ ZIP: _____
EMAIL: _____ PHONE: _____
L & I CONTRACTORS LICENSE: _____ EXPIRES: _____
UBI NO.: _____ EXPIRES: _____ COSV BUSINESS LICENSE: ☐ YES ☐ NO

PART III – PROJECT INFORMATION

ADMINISTRATIVE EXCEPTION FROM WHICH MUNICIPAL CODE: SVMC _____
REASON FOR REQUEST OF EXEMPTION:

PART IV – DECISION CRITERIA	
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Staff reviewed the proposed Administrative Exception Application pursuant to the criteria in the City of Spokane Valley Municipal Code ([SVMC 19.140.040](#)), the Washington State Building Code, and any/all State and Federal Laws.

The city manager or designee shall approve, approve with conditions, or deny administrative exceptions based on the following criteria

- The administrative exception does not interfere with or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district it occupies;
- The exception may not increase density beyond what is currently allowed within the zoning district;
- The exception shall not be contrary to conditions imposed by any other associated land use action, for example, a hearing examiner decision, or conditions associated with the applicable short plat approval;
- The exception shall not conflict with other local, state, or federal laws; and
- The exception does not adversely impact the public health, safety, and welfare within the City.

HOW DOES YOUR REQUEST MEET THE ABOVE CRITERIA?

[illegible]

PART V – AFFIDAVIT OF AUTHORIZATION

I, _____, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge

SIGNATURE

DATE

STATE OF WASHINGTON)
 ss.
COUNTY OF SPOKANE)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20

NOTARY SEAL

NOTARY SIGNATURE

Notary Public in and for the State of _____

Residing at: _____

My Appointment :
Expires _____

LEGAL OWNER AUTHORIZATION

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement:

I, _____, owner of the above described property, do hereby authorize

_____ to represent me and my interests in all matters regarding

_____ this application.

PART VI – DETERMINATION

The Community Development Director **APPROVES / DENIES** this “Administrative Exemption” as conditioned below, for the property described in Part I, pursuant to SVMC 19.140

THIS ADMINISTRATIVE EXCEPTION IS SUBJECT TO THE FOLLOWING CONDITIONS OF APPROVAL

- This administrative decision shall apply to the subject property indefinitely and may be transferred to future property owners, heirs or any successor in interest to the property subject to the conditions of approval contained herein;
- The applicant and property owner shall comply with all requirements and regulations of the Zoning Code;
- The applicant shall comply with all applicable development regulations and standards; and
- The applicant and property owner shall comply with the following additional conditions:

This Administrative Exception is hereby
APPROVED DENIED this _____ day of _____, 20____

Planning Department – Print Name

Title

Planning Department – Signature

Under SVMC 17.90, any person aggrieved by this administrative determination has the right to appeal this administrative decision to the City of Spokane Valley Hearing Examiner. An appeal must be filed by submitting the appropriate appeal application together with the required fee to the Department of Community and Public Works within fourteen (14) calendar days after the decision is issued. Upon receipt of a complete appeal application, a public hearing will be scheduled. For information or questions, please call the Permit center at (509) 720-5240

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.