



GRANITE FALLS

VARIANCE APPLICATION SUBMITTAL CHECKLIST

- Application Fee
- Master Application Form (original + 10 copies)
- Declaration of Ownership Form (original)
- Adjacent Property Owners Form (property owners & site addresses within 300 feet or 500 feet when adjacent to natural resource lands) – original + map outlining properties
- Plot plan showing site and surrounding properties within 300 feet (taken from Snohomish County Assessor's Maps)
- Vicinity Map (3 copies)
- Allegations of Applicant (written response to variance criteria as set forth in Section 19.5.020 of GFMC)
- A written statement addressing the decision criteria and any other information required by the City at the pre-application meeting, if applies
- Site Plan (10 full sized and 1 reduction to 11" x 17" or less)
- Site Plan Data (on site plan) – to scale and to include:
 - The date, north arrow, and approximate engineering scale of 1"=50';
 - Property lines and dimensions;
 - Location of existing streets and right-of-way;
 - Existing and proposed structures and setbacks;
 - Location of existing/proposed driveways and parking;
 - Existing and proposed utilities services;
 - All easements and uses;
 - Drainage channels, water courses, marshes and ponds;
 - Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat;
 - Any additional information that would help prove valuable in evaluating the variance request.