



VARIANCE APPLICATION SUBMITTAL CHECKLIST

- Application Fee
- Master Application Form (original + 4 copies)
- Adjacent Property Owners Mailing Labels (property owners & site addresses within 300 feet or 500 feet when adjacent to natural resource lands): 2 sets + map outlining properties
- Plot plan showing site and surrounding properties within 300 feet (taken from Snohomish County Assessor's Maps) (5 copies)
- Vicinity Map (5 copies)
- A written response (5 copies) to the following variance criteria pursuant to GFMC Section 19.05.050(C):
 - 19.05.050(C) Decision Criteria. Before any variance may be granted, it shall be shown:*
 - (1) That there are special circumstances applicable to the subject property or to the intended use such as shape, topography, location, or surroundings that do not apply generally to the other property or class of use in the same vicinity and zone;*
 - (2) That such variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other property in the same vicinity and zone but which because of special circumstances is denied to the property in question;*
 - (3) That the granting of such variance will not be materially detrimental to the public health, safety, and welfare or injurious to the property or improvement in such vicinity and zone in which the subject property is located;*
 - (4) The need for the variance is not the result of deliberate actions of the applicant or property owner;*
 - (5) The variance does not relieve an applicant from any of the procedural provisions of the UDC;*
 - (6) The variance does not relieve an applicant from any standard or provision that specifically states that no variance from such standard or provision is permitted;*
 - (7) The variance does not allow establishment of a use that is not otherwise permitted in the zone in which the proposal is located;*
 - (8) The variance does not allow the creation of lots or densities that exceed the base residential density for the zone;*
 - (9) The variance is the minimum necessary to grant relief to the applicant;*
 - (10) The variance from setback or height requirements does not infringe upon or interfere with easement or covenant rights or responsibilities; and*
 - (11) That the granting of such variance will not adversely affect the comprehensive plan.*
- A written statement (5 copies) addressing any other information required by the City at the pre-application meeting, if applies
- Site Plan (5 full sized and 1 reduction to 11" x 17" or less) drawn 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 assist in evaluating the variance request.