



VARIANCE APPLICATION

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

DEFINITION AND PURPOSE:

A variance may be granted by the Hearing Examiner to recognize characteristics of a business or property and give consideration to exceptional situations in order to eliminate hardships. A variance is a request for an exception to the development standards of the zoning ordinance because of special circumstances (size, shape, topography of a lot) when the strict application of the zoning ordinance deprives such property of privileges enjoyed by other similar properties.

Hearing Examiner versus Administrative Process: A variance requires a public hearing and Hearing Examiner approval, unless the variance is for 20% of a standard or less, in which case a variance may be granted administratively by the City Manager or designee pursuant to SMC 16A.03.030.

SUBMITTAL:

1. Filing Fee:

See Hearing Examiner fees
See Variance fee under Planning Division.

[CLICK HERE FOR FEE SCHEDULE](http://www.ci.seatac.wa.us/feeschedule) or find fee schedule at:
www.ci.seatac.wa.us/feeschedule

2. Please submit all items listed on the attached checklist.

CONDITIONS FOR APPROVAL:

The applicant must prove that the variance request meets the minimum criteria for approval by the Hearing Examiner or the Administrator.

1. There are exceptional circumstances applicable to the property.

PROCEDURE FOR HEARING EXAMINER VARIANCE:

1. It will take approximately 1½ months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
2. A date will be set for a public hearing before the Hearing Examiner and you will be notified. You will be sent a copy of the staff recommendation at least two (2) weeks prior to the hearing.
3. A “Notice Board” (see example attached) shall be posted on the property in conformance with Section 16.07.030 A. of the SeaTac Municipal Code Volume II. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the public hearing notice is published in the newspaper.
4. The Hearing Examiner’s decision is final unless appealed in writing to the Superior Court of King County within thirty (30) days of the written findings and conclusions of the Examiner.

PROCEDURE FOR ADMINISTRATIVE VARIANCE:

1. Guidelines:
The Director of Community and Economic Development is authorized to grant a variance where the change does not exceed twenty percent (20 %) of the distance, area, or other measure or requirement of the City Code, provided that the requested change does not reasonably involve a life/safety issue nor does it reasonably involve damage to or loss of property of any person or entity.
2. It will take approximately 3 – 5 weeks from the date of filing a complete application for the Director of Community and Economic Development to review and act on the application.

3. The applicant will be notified in writing of the Director of Community and Economic Development's decision.

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File No. _____ Parcel No. _____

1. Business Name: _____

2. Applicant/Property Owner Information:

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Fax: _____ Email: _____

Status: (owner, lessee, agent, etc.) _____

3. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____

4. Property:

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

5. Use:

Existing use of property: _____

Proposed use of property (in detail): _____

Zoning Code section to be modified: _____

How does it vary from the normal requirements: _____

Changes to be made to the property: _____

Applicant's Signature

Owner's Signature

Please print name

Please print name

_____ **Date**

_____ **Date**

VARIANCE APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community and Economic Development.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

For Office Use Only

Date Submitted: _____

Date of Pre-App. Meeting: _____

Part I – Plan Submittal

| | <u>Applicant</u> | <u>Staff</u> |
|---|-------------------------|---------------------|
| 1. Application form is filled out, original and 5 copies submitted. | _____ | _____ |
| 2. A legal description of the subject property is provided. | _____ | _____ |
| 3. If you are given an Environmental Checklist, all questions are answered and the checklist is signed. | _____ | _____ |
| 4. A check to the City of SeaTac for the filing fee and Environmental Checklist fee. | _____ | _____ |

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|-----|--|-------------------------|---------------------|
| 5. | All oversized plans folded to 8 1/2" x 14". | _____ | _____ |
| 6. | One paper reduction of each oversized plan to 8 1/2" x 11". | _____ | _____ |
| | | <u>Applicant</u> | <u>Staff</u> |
| 7. | County Assessor's Map(s) showing a 500' radius around edges of subject property (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i>) | _____ | _____ |
| 8. | A minimum of one set stamped, legal size envelopes addressed to each property owner within 500' of the subject property (see attached directions) with the return address for the City of SeaTac Department of Community and Economic Development. A return address stamp is available for your use. (NO METERED MAIL). | _____ | _____ |
| 9. | A photocopy or printout of names and addresses. | _____ | _____ |
| 10. | (Six (6) completed Part II site plan checklist copies <u>must be submitted.</u>) | _____ | _____ |

Part II – Site Plan Requirements

(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND SIX (6) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).

| | <u>Engineer</u> | <u>Staff</u> |
|---|-----------------|--------------|
| 10. A dimension site plan drawn to scale showing the following: | | |
| a. Dimension and shape of lot with adjacent street names; | _____ | _____ |
| b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings; | _____ | _____ |
| c. Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes. | _____ | _____ |
| d. Proposed landscaping (size, species, location, planting details, and distance apart; | _____ | _____ |
| e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features; | _____ | _____ |
| f. All existing trees over 8" in diameter by species and an indication of which will be saved; | _____ | _____ |
| g. The gross floor area and parking calculations (cite applicable city code); | _____ | _____ |
| h. Existing and finished grades at 5' contours; | _____ | _____ |

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|----|---|------------------------|---------------------|
| i. | Storm drainage, sidewalks, exterior lighting; | _____ | _____ |
| j. | The location of any recreation/open space with dimensions; | _____ | _____ |
| k. | Proposed public dedication/open space; | _____ | _____ |
| | | <u>Engineer</u> | <u>Staff</u> |
| l. | Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (engineering scale); | _____ | _____ |
| m. | Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure; | _____ | _____ |
| n. | A text describing conditions or features which cannot be adequately displayed on maps or drawings; | _____ | _____ |
| o. | A description of plans for covenants, uses, and continuous maintenance provisions for the project; | _____ | _____ |
| p. | Proposed phasing; | _____ | _____ |
| q. | Vehicular and pedestrian circulation, any special engineering features, and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern. | _____ | _____ |

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC:

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. The Permit Center will contact you when your labels are ready, after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. (***NO METERED MAIL***)

RETURN ADDRESS:

City of SeaTac
Dept. of Community and Economic Development
4800 South 188th Street
SeaTac, WA 98188-4236

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's
Name: _____

Street Address _____

City State Zip

Phone: _____ Alternate
Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA,
etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

Date Completed: _____ Completed By: _____

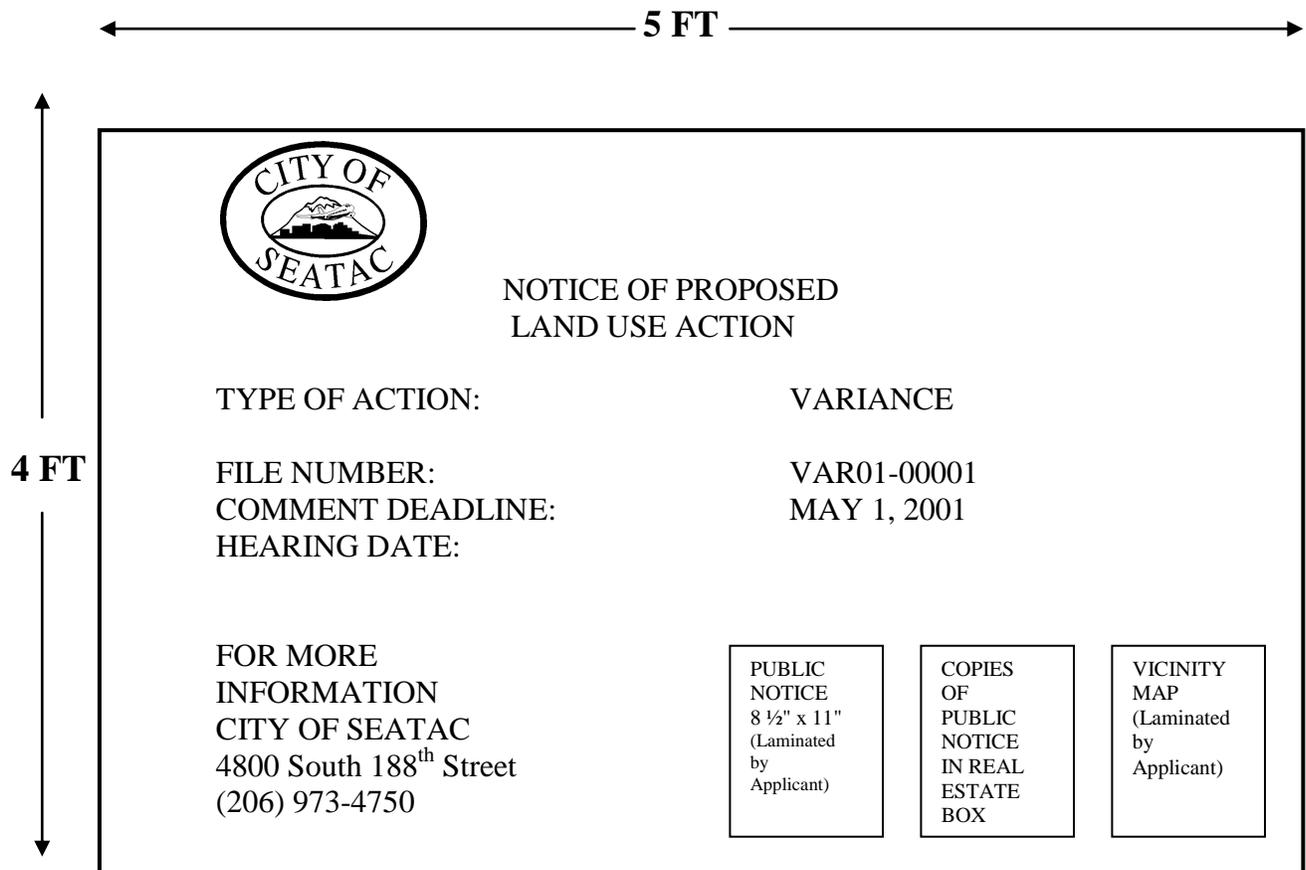
Cost: _____ Date Paid: _____

GIS PRODUCTS AND SERVICES – 001.341.70.00.002

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

