



# INSTRUCTIONS FOR AN ADMINISTRATIVE VARIANCE

## This packet may be submitted for the following:

- Relief from fence and wall maximum height where the total height is less than eight (8) feet
- Relief from maximum structural coverage where total increase of structural coverage is less than one percent of the lot area

## General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used, however, the project narrative and answers to the criteria questions may be submitted on a separate sheet of paper.
- C. On at least one page of the required drawings, please clearly identify or highlight the area that the variance is being requested for. Include what the requested dimensional zoning departure is numerically (e.g. the proposed additional height or additional square footage).
- D. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of submittal.

## Requirements

### I. APPLICATION

- A. The following documents are required at the time of submittal, unless otherwise indicated. While final construction drawings are not required for a variance application, all submitted plans, elevations, etc. must be of sufficient detail to clearly show the nature and extent of the proposal and its relationship to other site or project features. A complete application will include:
  1. Completed Administrative Variance Checklist, Administrative Variance Application and Declaration of Agency form
  2. Proof of ownership (copy of deed)
  3. Site Plan with the following:
    - a. Scale and north arrow
    - b. Property lines including corner stakes
    - c. Lot dimensions
    - d. Proposed location of new structure(s) or addition(s)
    - e. Dimensions of existing and new structures
    - f. Setback dimensions from property lines
    - g. All public/private roads
    - h. All easements
    - i. All other structures on the property
    - j. Significant natural features
    - k. Structural calculations, including maximum structural coverage and impervious surface
    - l. Approximate location of structures on abutting properties with distances delineated

4. A set of drawings that contain the following:
    - a. Schematic building plans and elevations
    - b. Building height with site sections
    - c. Topography at 5' contour intervals
    - d. Proposed landscaping and existing vegetation and trees
    - e. Area of future development (if any)
    - f. Other site or public improvements/information (if any)
- B. State Environmental Policy Act (SEPA) checklist for non-residential uses
- C. A word document formatted to Avery address labels containing the names of property owners and their mailing addresses for all properties within 300 feet or three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. See mailing labels information bulletin for further information.
1. Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
- D. Any other perspective drawings, renderings, studies, or information the applicant feels is relevant to support the variance request.

## Procedure

### II. ADMINISTRATIVE VARIANCE PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. **MODIFICATIONS: Changes to an application that has already been submitted and noticed to surrounding property owners may trigger the application to be re-noticed.**
- C. Following receipt of the administrative variance application, the City will review the application for completeness and either issue a Notice of Application which includes a public commenting period outlined in MMC 16.80.110(B)(7) or a Notice of Incomplete Application, listing the additional required documentation. Any comments that are received by the public will be forwarded to the applicant for response.
- D. A staff report of the findings and decision shall be issued that includes: 1) A statement granting, granting with conditions, or denying the administrative variance 2) A statement of the required findings and 3) A statement advising the applicant of the right to appeal the Director or Designee's decision to the Hearing Examiner within fourteen (14) days of the decision being issued. The decision and findings shall be mailed to the applicant and to all parties of record.

### III. CRITERIA FOR APPROVAL

- A. Before an administrative variance may be granted, the Director or Designee shall find that all of the following conditions exist:

1. The variance does not constitute a granting of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the subject property is located; and
  2. The variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and
  3. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated; and
  4. The variance is the minimum necessary to provide reasonable relief.
- B. In determining whether to approve an application for an administrative variance, evidence of variances granted under similar circumstances shall not be considered.
- C. CONDITIONS: Any administrative variance may be granted subject to such conditions as will assure that the variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.

#### **IV. APPEALS**

- A. Appeals shall be in writing to the Hearing Examiner, including specific objections with the Director or Designee's decision or findings. Appeals may be submitted by the applicant or by a person adversely affected by the decision. Appeals must be filed with the City Clerk within fourteen (14) days of the issuance of the decision and findings. Appeals shall be heard by the Hearing Examiner at an open record hearing. Notice of hearing shall be given as outlined in MMC 16.80.120. Notice shall also be given to all persons who submitted comments to the Director or Designee.
- B. After denial of an administrative variance has become final, no further application for the same administrative variance may be filed unless the project has been redesigned to eliminate the Director or Designee's objections to the proposal. The redesigned proposal will require a completely new application process.
- C. The decision of the Hearing Examiner will be issued to City staff ten (10) working days from the public hearing. The decision is effective upon the date of decision. Notices of Decision will be mailed to applicants and other interested parties as soon as possible.

#### **V. EXPIRATION**

- A. An approved administrative variance shall expire after one year from the later date of the decision being issued or an appeal becoming final unless a complete building permit application is submitted; and
- B. Expiration of the administrative variance is automatic, and notice is not required; and
- C. The director may grant a single six-month extension if the applicant makes such a request in writing prior to the expiration date and can show good cause for granting the extension.



DEVELOPMENT  
SERVICES

501 EVERGREEN POINT ROAD MEDINA, WA 98039  
PHONE: 425-233-6414/6400

# ADMINISTRATIVE VARIANCE CHECKLIST

This checklist contains the minimum submission requirements for an administrative variance that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

## COMPLETE APPLICATION

<input type="checkbox"/>	Administrative Variance Checklist
	Complete Administrative Variance Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent <input type="checkbox"/> All questions answered in full
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Site Plan with required information
<input type="checkbox"/>	Building plans, elevations, and/or sections with area of variance highlighted
<input type="checkbox"/>	Documentation of Original Grade (if applicable)
<input type="checkbox"/>	State Environmental Policy Act (SEPA) Checklist for non-residential uses (if applicable)
	Mailing labels – Word doc formatted to Avery address labels <input type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet <b>or</b> three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input type="checkbox"/> Vicinity map showing the site with the 300’ or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
<input type="checkbox"/>	Perspective drawings, renderings, studies or additional supporting information (if applicable)



DEVELOPMENT SERVICES

# ADMINISTRATIVE VARIANCE APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039  
PHONE: 425-233-6414/6400

**Complete this form for the following:**

- Relief from fence and wall maximum height where total height is less than eight feet
- Relief from maximum structural coverage where total increase of structural coverage is less than one percent of the lot area

### General Information

Owner Name:	
Property Address:	
Legal Description:	Tax Parcel Number:

### Agent / Primary contact

Name:	Email:
Contact Phone:	Alternative Phone:
Mailing Address:	City: State: Zip:

### Property Information

Lot Size:	Critical area(s) located on the property (Ch. 16.50 MMC)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Zoning District: <input type="checkbox"/> R-16 <input type="checkbox"/> R-20 <input type="checkbox"/> R-30 <input type="checkbox"/> SR-30 <input type="checkbox"/> Public <input type="checkbox"/> NA (Neighborhood Auto)	
Check all boxes for which relief is requested:	<input type="checkbox"/> Increase in wall or fence height <input type="checkbox"/> Increase in structural coverage

Please clearly state what your variance request is (i.e. *This is a request to reduce the rear yard setback from 30 ft. to 15 ft.*)

List known variances or special/conditional use permits previously approved for this property:

Please describe any known nonconforming conditions:

Please provide a complete description of the proposed project (attach additional pages if necessary):



**Approval Criteria (continued)**

4. The variance is the minimum necessary to provide reasonable relief

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature\_\_\_\_\_ Owner  Agent  Date\_\_\_\_\_

Signature\_\_\_\_\_ Owner  Agent  Date\_\_\_\_\_