



Zoning Variance

A zoning variance is a Type 2 land use decision subject to the review and approval of the Director of Community Development and may be granted if in compliance with the variance criteria outlined in the Sammamish Municipal Code (SMC). The decision of the Director of Community Development is appealable to the Hearing Examiner.

Please provide a project narrative describing your proposal and specific written responses to the following SMC criteria in a criterion compliance document:

1. The strict enforcement of the provisions of SMC Title 21A creates an unnecessary hardship to the property owner.
2. The variance is necessary because of the unique size, shape, topography, or location of the subject property.
3. The property is deprived by provisions of SMC Title 21A of rights and privileges enjoyed by properties in the vicinity with the same zoning.
4. The variance does not create health and safety hazards, is not materially detrimental to the public welfare or is not unduly injurious to property or improvements in the vicinity.
5. The variance does not relieve applicant from procedural provisions of SMC Title 21A.
6. The variance does not relieve the applicant from standards or provisions that state that no variance from such standard/provisions is permitted.
7. The variance does not relieve the applicant from conditions established during prior permit review or from provisions enacted pursuant to Chapter 21A.85 SMC.
8. The variance does not allow establishment of a use that is not permitted in the zone for which the proposal is located.
9. The variance does not allow the creation of lots or densities that exceed the maximum density for the zone of the proposal.
10. The variance is the minimum necessary to grant relief.
11. The variance from setbacks or height does not infringe upon or conflict with easements or covenants.
12. The variance does not relieve the applicant from provisions of Chapter 21A.50 SMC (Environmentally Critical Areas) except for buffer widths and building setbacks.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Current Zoning: _____ Development Name: _____

Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal on a USB drive. Please label files as follows: ProjectType_DocumentType (for example: ZONV_ProjectNarrative).

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Boundary, Topographic, and Land Features Survey
- Criterion Compliance Document (see page 1 for requirements)
- Critical Area Study (if applicable)
- Critical Areas Affidavit
- [Historic Resources Affidavit](#)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
 - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- Neighborhood Land Development Analysis
- Plan Set (3 copies)
- Pre-Application Conference Notes
- Project Narrative
- Signed Application Form
- Title Report (<30 days old)

Fees

Type 2 Land Use Application Counter Service Intake Fee	\$272
Preliminary Review Deposit	\$2,040
Legal Notice Posting	\$315
Legal Notice Publication/Mailing	\$289

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC.

Applicant, Representative, and/or Owner Signature:

Date:

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Date: