

# SHORELINE VARIANCE

## ABOUT SHORELINE VARIANCE

A Shoreline Variance allows limited flexibility to the performance standards of the Shoreline Master program in cases of "extraordinary or unique circumstances relating to the property such that the strict implementation of the master program will impose unnecessary hardships on the applicant or thwart the policies of the Shoreline Management Act."

Variations may not be used to permit a use or development that is specifically prohibited.

## APPLICATION REVIEW PROCESS

A Shoreline Variance is a Type 4 decision subject to a hearing and decision by the Hearing Examiner, based on the recommendation of the Director.

The Washington State Department of Ecology must also approve the variance.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 4
Preliminary Review Deposit
Legal Notice – Publication & Mailing Deposit
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
<a href="#">See current fee schedule</a>

## Code Reference

Permits – Shoreline Variations  
[SMC 25.08.050](#)

Criteria for Variance Permits  
[WAC 173-27-170](#)

## Resources

[King County iMap](#)

[Sammamish Property Tool](#)

## Questions?

[Submit Project Guidance](#)

[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# SHORELINE VARIANCE



## OWNER INFORMATION

Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?  
 Yes  No

**Property Information continued on next page**

# SHORELINE VARIANCE

## PROPERTY INFORMATION

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

- Yes  No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

- Yes  No

## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Project Narrative
  - Briefly describe the site and the project
- 03. Project Guidance Notes
- 04. Preapplication Conference Letter
- 05. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 06. Historic Resources Affidavit
- 07. Eastside Fire & Rescue Plan Review Sheet
- 08. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 09. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 10. Mailing List, Map, and Labels
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
  - After submittal, the City will request the Excel version of the template via email
- 11. SEPA Checklist (if required)
- 12. JARPA Form
- 13. FEMA BiOp Habitat Assessment

**Submittal Checklist continued on next page**

## SUBMITTAL CHECKLIST CONTINUED

- 14. No Net Loss of Ecologic Function Analysis
- 15. Floodplain Compliance Narrative
- 16. Critical Area Affidavit
- 17. Critical Area Study (if applicable)
- 18. Criteria Compliance Narrative

Detail how the application meets each of the criteria listed in WAC 173-27-70:

- That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes all reasonable use of the property and that this is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program and not, for example, from deed restrictions or the applicant’s own actions.
- That the strict application of the bulk, dimensional, or performance standards in the applicable master program precludes all reasonable use of the property and that this is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program and not, for example, from deed restrictions or the applicant’s own actions.
- That the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and Shoreline Master Program and will not cause adverse impacts to the shoreline environment.
- That the variance will not grant special privileges that other properties in the area do not have.
- That the variance requested is the minimum necessary to afford relief; and
- That the public interest will not suffer any substantial detrimental effect.
- That the public rights of navigation and use of the shorelines will not be adversely affected (**only for variances where development will be located waterward of the Ordinary High-Water Mark or within wetlands**)

- 19. Survey – Boundary and Topographic
- 20. Ordinary High Water Mark Survey
- 21. Traffic Concurrency Certificate
- 22. Storm Drainage Analysis (Technical Information Report)
- 23. PW Standards Deviation (if proposed)
- 24. Plan Set

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## CERTIFICATIONS & SIGNATURES

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Shoreline Development	Shoreline Variance
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.