

ZONING VARIANCE APPLICATION

ABOUT ZONING VARIANCES

A Zoning Variance is an exception to the regulations of the Development Code. Variance may only be granted because:

- The current zoning is creating unnecessary hardship for the property owner; and
- The unique size, shape, topography, or location of the property creates challenges with the current zoning; and
- The current zoning is leading the property owner to be deprived of rights and privileges that other properties in the same zone currently have.

The request must be in compliance with the variance criteria outlined in the [Sammamish Municipal Code \(SMC\) 21A.110.030](#).

With the exception of buffer widths and building setbacks, applicants that are granted a zoning variance must still follow the provisions of [SMC Title 21A](#) and [Chapter 21A.50 SMC](#) (Environmentally Critical Areas).

APPLICATION APPROVAL

A Zoning Variance is a Type 2 decision made by the Director.

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 2
Preliminary Review Deposit
Legal Notice – Publication & Mailing Deposit
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
See current fee schedule

Code Reference

Variance
[SMC 21A.110.030](#)

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

ZONING VARIANCE APPLICATION

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.*

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

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PROPERTY INFORMATION CONTINUED

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
 - Provide a brief description of the site
 - Provide a detailed description of the scope of work including all proposed building and structures, as well as any other site work or tree removal.
- 03. Preapplication Conference Letter
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Historic Resources Affidavit
- 06. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- 07. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- 08. 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
- 09. SEPA Checklist (if applicable)
- 10. Critical Area Affidavit
- 11. Critical Area Study (if applicable)

Submittal Checklist continued on next page

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SUBMITTAL CHECKLIST CONTINUED

12. Criteria Compliance Narrative

Detail how the application meets each of the criteria listed in [SMC 21A.110.030](#)

- The strict enforcement of [Title 21A SMC](#) creates unnecessary hardship to property owner
- Variance is necessary because of unique size, shape, topography, or location of subject property
[Title 21A SMC](#) provisions deprive the property of rights and privileges enjoyed by properties in the vicinity with the same zoning
- The variance does not create health and safety hazards, is not materially detrimental to the public welfare or property improvements in the vicinity
- The variance does not relieve the applicant from standards or provisions that state that no variance from such standard/provisions is permitted
- The variance does not relieve the applicant from conditions established during prior permit review or from provisions enacted pursuant to [SMC 21A.50.225](#), [SMC 21A.50.322](#), or [SMC 21A.50.355](#)
- The variance does not allow establishment of a use that is not permitted in the zone for which the proposal is located
- The variance does not allow the creation of lots or densities that exceed the maximum density for the zone of the proposal
- The variance is the minimum necessary to grant relief
- The variance from setbacks or height does not infringe upon or conflict with easements/covenants
- The variance does not relieve the applicant from provisions of [Chapter 21A.50 SMC](#) except for buffer widths and building setbacks
- Provide a Neighborhood Land Development Analysis

13. Survey – Boundary and Topographic

14. Storm Drainage Analysis (Technical Information Report) (if applicable)

15. PW Standards Deviation (if proposed)

16. Plan Set

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: _____

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ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on 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	Deviations, Modifications, Variances, or Waivers	Variance

- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.