



PUBLIC WORKS VARIANCE

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This intake checklist identifies minimum application elements necessary for the City to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

Five (5) sets of the following are required, unless specifically stated otherwise and **two (2)** copies of all applicable calculations and reports are required. All oversized plans shall be folded to 8½" X 14". One paper reduction of each oversized plan to 8½" X 14" or 8½" X 11" is required.

Development Services permit application requirements per BMC 11.06.002, 17.23.030 and 17.23.040

General Requirements per BMC 11.06.002 (one copy of each item required)

Applications for project permits shall be submitted to the city upon forms provided by the director. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form | <input type="checkbox"/> |
| <input type="checkbox"/> Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations. | <input type="checkbox"/> |
| <input type="checkbox"/> Completed Development Review Billing Form (Form D)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Evidence of adequate water and sewer availability as required by RCW 19.27.097 (Water and Sewer Certificate of Availability). If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and sewer availability and provide this with your application. | <input type="checkbox"/> |
| <input type="checkbox"/> Information on the capacity of existing storm water conveyance and control facilities..... | <input type="checkbox"/> |
| <input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by BMC Chapter 11.06. | <input type="checkbox"/> |

Contents of complete application per 17.23.030 BMC (five sets required)

The city’s determination of completeness shall not preclude the city from requesting additional information or studies, either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the application occur. A complete application shall contain:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Completed application form and attachments signed and dated by the owner/agent | <input type="checkbox"/> |
| <input type="checkbox"/> Complete legal description of the subject property | <input type="checkbox"/> |
| <input type="checkbox"/> Site plan depicting existing and proposed improvements on the property. The site plan shall contain the following information in addition to the standard information required by BMC Title 11, Administration. | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed landscaping in accordance with chapter 12.18 BMC | <input type="checkbox"/> |
| <input type="checkbox"/> Existing watercourses, critical areas (such as wetlands, geologically hazardous areas, creeks, rivers, floodplains or steep slopes) utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property; | <input type="checkbox"/> |
| <input type="checkbox"/> Preliminary grading plan depicting proposed and existing grades at five foot contours, if grading is proposed in conjunction with proposed use; and | <input type="checkbox"/> |
| <input type="checkbox"/> Preliminary street, storm drainage, water distribution, sanitary sewer, gas power, sidewalks, and exterior lighting layout including sizes and locations. Include applicable preliminary calculations. | <input type="checkbox"/> |
| <input type="checkbox"/> Narrative explanation of variance being requested | <input type="checkbox"/> |

The following information for those projects subject to compliance with the State Environmental Policy Act (SEPA):

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> Complete description of the proposed action | <input type="checkbox"/> |
| <input type="checkbox"/> Completed environmental (SEPA) checklist..... | <input type="checkbox"/> |
| <input type="checkbox"/> Additional Information/SEPA Checklist (WAC 197-11-335). The SEPA Checklist covers 16 subjects. If after review of the SEPA Checklist, it is determined that there is insufficient information to make a threshold determination, additional information shall be required using any one of the following actions: | <input type="checkbox"/> |
| <input type="checkbox"/> The applicant shall provide more information on the subjects in the checklist | <input type="checkbox"/> |
| <input type="checkbox"/> The City makes its own further study | <input type="checkbox"/> |
| <input type="checkbox"/> The City shall consult with other agencies, requesting information on the proposal’s potential impacts which lie within other agencies’ jurisdiction or expertise. | <input type="checkbox"/> |
| <input type="checkbox"/> Supplemental reports including but not limited to traffic, geo-technical, and wetlands..... | <input type="checkbox"/> |
| <input type="checkbox"/> Any proposed mitigation plans. All site mitigation plans shall comply with the criteria for site plans listed above | <input type="checkbox"/> |
| <input type="checkbox"/> The applicant shall sign an agreement which extends the review and decision time frames established by the Growth Management Act in order to consider the variance request. | <input type="checkbox"/> |
| <input type="checkbox"/> A photocopy of the list of names and addresses (labels) for all property owners whose property is within 300 feet of the subject property. | <input type="checkbox"/> |

NOTE: The applicant is responsible for all notification (posting, publishing, mailing and other methods) as required by Title 11, Administration of Development Regulations.

Criteria for Approval per 17.23.040 BMC

The Public Works Department requests that the applicant submit responses to the following statements by completing and attaching answers (on 8½" x 11" sheets) to this checklist. An electronic copy of the responses on a 3.5" computer disk, using MS Word software, would help expedite the permitting process when submitted with the variance application.

A variance shall be granted by the city only if an applicant demonstrates all of the following:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> The strict enforcement of the provisions of this title or Bothell Standards creates an unreasonable hardship to the property owner; | <input type="checkbox"/> |
| <input type="checkbox"/> The variance is reasonable because of the unique size, shape, topography, or location of the subject property; | <input type="checkbox"/> |
| <input type="checkbox"/> The subject property is deprived, by provisions of this title or the Bothell Standards shoreline master program, of rights and privileges enjoyed by other properties in the vicinity and under an identical zone; | <input type="checkbox"/> |
| <input type="checkbox"/> The need for the variance is not the result of deliberate actions of the applicant or property owner; | <input type="checkbox"/> |
| <input type="checkbox"/> The variance does not create public health or safety hazards | <input type="checkbox"/> |
| <input type="checkbox"/> The variance does not relieve an applicant from any of the procedural provisions of this title or Bothell Standards; | <input type="checkbox"/> |
| <input type="checkbox"/> The variance does not allow establishment of a use that is not otherwise permitted in the zone in which the proposal is located; | <input type="checkbox"/> |
| <input type="checkbox"/> The variance is the minimum necessary to relieve the applicant of the unreasonable hardship | <input type="checkbox"/> |
| <input type="checkbox"/> The variance from public works engineering standards or site improvement requirements does not infringe upon or interfere with easement or covenant rights or responsibilities; | <input type="checkbox"/> |
| <input type="checkbox"/> The variance does not relieve an applicant from the provisions of the Critical Areas Regulations, Chapter 14.04 BMC, and the shoreline master program, except as provided therein; and | <input type="checkbox"/> |

In the case of a waterward shoreline variance, the following additional criteria are met:

- Strict application of the standards precludes a reasonable allowable use of the subject property; and
- The public rights of navigation and use of the shoreline shall not be adversely affected

Additional information required:

- For which specific section(s) of the Bothell Municipal Code are you requesting a variance? (include this information in your submittal)
- Demonstrate that, in addition to the above listed evaluation criteria, the following criteria will be met:

The variance will not lower public capital facilities, level of service, below the standards and guidelines set forth in the *Imagine Bothell...* Comprehensive Plan.