



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

VARIANCE

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This intake checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

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) complete plan sets are required, including one set of 11" X 17" half-size scaled plans. Submittal plans, when less than 15 sheets, shall be folded. Plans over 15 sheets may be rolled.

Development Services permit application, BMC 11.06.002, 12.36.030 & 12.36.040

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

You will need an appointment for your submittal. This appointment may be scheduled by contacting Permit Services at (425) 806-6400.

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

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form.....	<input type="checkbox"/>
L <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"/> A completed Development Review Billing Form (form D)	<input type="checkbox"/>
<input type="checkbox"/> Application fee due at submittal (2018 rate): \$3,888.15 (includes 5% tech fee)	<input type="checkbox"/>
L <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"/>
L <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"/>
L <input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. NOTE: If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application.	<input type="checkbox"/>

Application requirements per 12.36.030 (five copies of each item required)

These application requirements are in addition to the minimum application requirements as set forth in BMC 11.06.002.

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:**

Plan Sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Site plan depicting proposed and existing improvements on the property. The site plan shall contain the following information in addition to the standard information required by BMC Title 11, Administration of Development Regulations:	<input type="checkbox"/>
_____	<input type="checkbox"/> Dimensions and shape of the lot and street names	<input type="checkbox"/>
_____	<input type="checkbox"/> Location and dimensions of existing and proposed buildings including setbacks and requested variance(s);	<input type="checkbox"/>
_____	<input type="checkbox"/> Circulation: Adjacent street improvements, curb cut locations for ingress and egress; parking layout.	<input type="checkbox"/>
_____	<input type="checkbox"/> Existing and proposed landscaping in accordance with 12.18 BMC	<input type="checkbox"/>
_____	<input type="checkbox"/> Existing watercourses, sensitive areas (such as wetlands, geologically hazardous areas, etc..) 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"/> Storm drainage, sidewalks, and exterior lighting	<input type="checkbox"/>
_____	<input type="checkbox"/> Building elevations depicting requested variances	<input type="checkbox"/>
_____	<input type="checkbox"/> Necessary information for review of environmental impacts, in accordance with Title 14, Environment.	<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 12.36.040 (five copies of the written response required):

The following must be labeled by the applicant, for file identification.

Development review staff request that the applicant submit responses to the following statements by completing and attaching answers (on 8 ½" x 11" sheets) to this checklist.

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

- The strict enforcement of the provisions of this title and, when applicable, the Shoreline Master Program, creates an unnecessary hardship to the property owner;
- The variance is necessary because of the unique size, shape, topography, or location of the subject property;
- The subject property is deprived, by provisions of this title or, when applicable, the Shoreline Master Program, of rights and privileges enjoyed by other properties in the vicinity and under an identical zone;

- The need for the variance is not the result of deliberate actions of the applicant or property owner;
- The variance does not create health and safety hazards or result in lowering of public capital facilities levels of service below the standards and guidelines set forth in the Imagine Bothell.. Comprehensive Plan;
- The variance does not relieve an applicant from any of the procedural provisions of this title or, when applicable, those in the shoreline master program;
- The variance does not allow establishment of a use that is not otherwise permitted in the zone in which the proposal is located;
- The variance is the minimum necessary to grant relief to the applicant;
- The variance from setback or building height requirements does not infringe upon or interfere with easement or covenant rights or responsibilities;
- The variance does not relieve an applicant from the provisions of the critical areas ordinance, except as provided therein; and

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;
- The public rights of navigation and use of the shoreline will not be adversely affected.

Additional information required:

From which specific section(s) of the Bothell Municipal Code are you requesting a variance?

Demonstrate that, in addition to the above listed evaluation criteria, the following criteria will be met:

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

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

Other Submittal Requirements (five copies of each item required):

L	Plan Sheet Number	Applicant		Staff
	_____	<input type="checkbox"/>	Vicinity map	<input type="checkbox"/>
	_____	<input type="checkbox"/>	Tree retention plan consistent with BMC 12.18.030	<input type="checkbox"/>
	_____	<input type="checkbox"/>	Transportation Impact analysis per BMC 17.04.010.....	<input type="checkbox"/>
	_____	<input type="checkbox"/>	Notes and determinations from pre-application conference (if applicable).....	<input type="checkbox"/>

If any changes to utilities or roadways are proposed the following information is required:

L	Plan Sheet Number	Applicant		Staff
	_____	<input type="checkbox"/>	Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades	<input type="checkbox"/>
	_____	<input type="checkbox"/>	Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines	<input type="checkbox"/>
	_____	<input type="checkbox"/>	Road width and turning radii	<input type="checkbox"/>
	_____	<input type="checkbox"/>	Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated	<input type="checkbox"/>

If critical Areas are located on or adjacent to the area to be altered is required:

L	Plan Sheet Number	Applicant		Staff
	_____	<input type="checkbox"/>	A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property)	<input type="checkbox"/>
	_____	<input type="checkbox"/>	A Stream Delineation and Assessment Study (if streams located on or adjacent to the subject property)	<input type="checkbox"/>
	_____	<input type="checkbox"/>	A Geological Hazards Report (Soils Report) (if steep slopes present on subject property)	<input type="checkbox"/>
	_____	<input type="checkbox"/>	An Aquifer recharge special report prepared by a Geologist (if aquifer recharge occurs on the adjacent to the subject property)	<input type="checkbox"/>
	_____	<input type="checkbox"/>	A special flood report prepared by a licensed engineer, (if the site within a frequently flooded area)	<input type="checkbox"/>
	_____	<input type="checkbox"/>	A Wildlife Inventory\Study (if site contains endangered, threatened, or sensitive species)	<input type="checkbox"/>
	_____	<input type="checkbox"/>	A Title Report prepared by a licensed Title Insurance Agency	<input type="checkbox"/>

NOTE: Other items may be required to be submitted for a Variance Application to be consistent with the Bothell Municipal Code.

Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

The Community Development and Public Works Director may waive specific submittal requirements determined to be unnecessary for the review of the application.

The Community Development and Public Works Director may require other information for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property.