



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

VARIANCE SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Variance Application
- Land Use Application Form
- Narrative statement
Citing the specific code sections from which a variance is requested, the degree of variance requested (i.e., feet of reduction in a required setback), and describing how the proposed variance meets all criteria in 14.70.040 SMC and the criteria in 14.255.130 SMC, if applicable.
- Five (5) copies of a **site plan** with the following requirements:
 - 22" x 34" in size, folded to 8½" x 11".
 - Drawn to 1" = 20' or 1" = 40' scale.
 - Plan must include a North arrow and the date of preparation.
 - Show all structures, property lines, streets and alleys.
 - Include all dimensions for lots, structures, and setbacks.
 - Show all critical areas and required buffers, if present.
 - Clearly indicate the location of the requested variance.
- One copy of each plan sheet reduced to 8½" x 11".
- A **critical areas report** and **mitigation plan**, conforming to requirements of SMC 14.265, if applicable.
- Major Variances Only** – List of all property owners within 300' of the property and completed affidavit. Must be completed per instructions.
- Applicable Fees (check all that apply)
 - \$50 Minor Variance Fee: Administrative Review
 - \$2,000 Major Variance Fee: Public Hearing
 - \$300 SEPA Review
 - \$1,200 Critical Areas Review