



THE TOWN OF WOODWAY

23920 113th Place W. · Woodway · WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com/permits/development.htm>

Variance #:

Date Received:

VARIANCE APPLICATION SUBMITTAL CHECKLIST

This checklist includes all of the required information for submitting a variance request. Applications will not be processed until all of the following information is submitted and determined "complete."

- Completed application form
- A legal description supplied by an approved agent
- A copy of the applicable Snohomish County Assessor's parcel map
- A list of all property owners within 600 feet of the boundary of the parcel enclosing the proposed project
- One set of stamped envelopes addressed to all property owners listed, with return address of the Town of Woodway. If the project requires SEPA review, a second set of stamped envelopes is required.
- Filing fees as stipulated in the Town of Woodway Fee Schedule
- One copy of the Environmentally Sensitive Areas questionnaire
- Two copies of the completed Environmental Checklist, if required under WMC Section 16.04.120
- One 8½" X 11" reproducible copy of the site plan and vicinity map
- Three Site Plans, drawn to a scale no smaller than 1" = 100' on a sheet no larger than 18" X 24", that depict the following:
 - Property lines and dimensions
 - Total square footage of lot
 - Location and dimensions of all existing and proposed physical improvements
 - Existing and proposed parking areas and access drives
 - Adjacent streets
 - Building height calculations, if applicable
 - Existing trees on site (all trees 8" diameter and greater)
 - All required setbacks
 - The location of all utilities (location of water, storm, gas, electric & sewer lines)
 - Location, type & dimension of all existing and proposed easements which are on or adjacent to the property. Include the Snohomish County recording # for existing easements.
 - Significant natural features and sensitive areas such as slopes, trees, wetlands and rock outcrops
- Other plans, such as building elevations, landscaping plans, and grading plans, that are determined by the Town to be necessary to support the application.
- Additional information may be requested and may include, but is not limited to, the following: critical area studies, noise studies, air quality studies, soils investigation studies, visual analysis, and transportation impact studies.