



Development Services Division  
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DSW-07

## VARIANCE SUBMITTAL WORKSHEET

### WHAT IS THE PURPOSE OF A VARIANCE AND THIS WORKSHEET?

*A variance is the mechanism by which a property owner can request adjustments be made to specific dimensional regulations such as setbacks, yards sizes, lot coverage, floor area, frontage, or height; when the strict application of these standards results in an undue hardship that would deprive the property owner of the rights and privileges enjoyed by other properties in the vicinity and zone. A variance is not to allow uses that would not otherwise be permitted in the zone, make adjustments based on the desires of the property owner, or rectify a condition that was the result of the actions of the property owner.*

*This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.*

- Application:** Provide one (1) copy of a completed Master Development Application. An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/dept/development/serv/cdservices.html>
- Project Narrative:** Provide four (4) copies. The narrative should provide a brief and thorough description of the project.
- Photographs:** Submit photographs to illustrate the subject property under discussion.
- Notice Map:** Provide one (1) copy of the plat layout on 8.5"x11" paper.
- Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.
- Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.
- Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.

**Site Plan:** Please provide four (4) copies. The applicant shall submit a dimensioned plan drawn at a scale of 1"= 20' if the site is one acre or less, 1" = 40' for sites over one acre. The site plan should include the following:

- ❑ Name of proposed project
- ❑ Date, scale, and north arrow
- ❑ Subject property with respect to adjacent streets, alleys and other rights of way,
- ❑ All existing public improvements including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage.
- ❑ Location and dimensions of existing and proposed structures, parking and loading areas, driveways, and easements.

**Written Justification:** Please provide four (4) copies. The applicant must submit a written justification explaining how the applicant complies with the criteria provided below. In preparing the justification statement, the applicant must re-state the criteria and provide the corresponding answer directly below each of the criteria. In order to approve a variance request, the Hearing Examiner must find that **all of** the standards established by DMMC 18.94.310 are met.

- ❑ Describe how the variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property is located.
- ❑ Describe why the variance is necessary, because of special circumstances related to the size, shape, topography, location, or surroundings of the subject property.
- ❑ Describe why the variance is necessary to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located.
- ❑ Describe what special conditions and circumstances created the need for the variance. A variance will not be granted if the special conditions or circumstance resulted from the actions of the applicant.
- ❑ Describe how the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.
- ❑ Describe how the granting of such variance will not adversely affect the implementation of the comprehensive land use plan.
- ❑ Describe how the granting of such variance is necessary for the preservation and enjoyment of substantial property rights possessed by property owners in the same zone or vicinity.
- ❑ Describe how the granting of such variance is consistent with the spirit of the City's Zoning Code (Title 18) to include the uses permitted in the current zoning classification in which the subject property is located. A variance will only be granted to allow a use generally or by special exception permitted in the zoning district involved; a Variance will not be granted for any use expressly or by implication prohibited in the current zoning classification in which the subject property is located.

**Application Fees:** As required by the current Development Services Fee Schedule.