

TOWN OF YARROW POINT
BUILDING DEPARTMENT



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Yarrow Point, WA 98004

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VARIANCE-APPLICATION INSTRUCTIONS (Page 1 of 2)

Welcome to the Yarrow Point variance process. The attached packet includes instructions, information, pertinent ordinances, and forms for your use in completing your Application for Hearing Examiner Review/Variance. A variance is the means by which property owners may be granted relief from the strict application of the provisions of the Town's Zoning Code in effect at the time the variance application is filed with the Town Clerk.

To request a variance for your proposed construction project or subdivision, please follow these steps:

1. **READ THE TOWN ZONING CODE ORDINANCES.** These ordinances describe the requirements for your project, including siting regulations, e.g. setbacks, height limits, lot coverage, etc., and the process for requesting a variance to these restrictions. As the applicant, you are responsible for determining and complying with all legal requirements.
2. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS ARE REQUIRED** for your project when filing an Application for Variance.

A. APPLICATION FORM AND CHECKLIST: You must complete an Application for Hearing Examiner Review/Variance and Variance-Application Checklist, provide all information requested, answer all questions accurately and neatly, and sign the application.

B. FILING FEE: \$2,000 application fee. Any underpayment of total hearing costs incurred by the Town must be paid by the applicant to the Town before Hearing Officer findings can be released.

C. SITE PLANS: You must submit at least three (3) full-size copies of the site plan for the property showing the exact dimensions of the property to an appropriate engineer's scale (e.g. 1"=50'). Please show all existing and proposed buildings or improvements and their setbacks, tree and ground cover, adjoining streets, watercourses, access points, fencing, and other information that will illustrate your proposal on your site plan. If new building construction is involved, the applicant must submit three (3) copies of a floor plan showing the existing conditions and proposed changes in addition to the plot plan.

D. TOPOGRAPHICAL MAP: When an alleged topographical hardship exists or where height is a consideration, you must submit a topographical map showing five-foot contours and a profile (cross-section) of the project site. This map must be signed and dated.

E. ASSESSOR'S MAP: You may be asked to provide an assessor's map or maps showing each lot within 300 feet of the exterior boundaries of the subject property. These maps may be purchased for a nominal fee from the King County Assessor's Department. Please do not cut or draw on this map.

F. SITE SURVEY: If the Town determines that verification of site conditions is needed to establish compliance with Town regulations, you may be asked to provide a site survey of the property for which the variance is sought. At a minimum, the survey must be prepared by a licensed surveyor and must identify the property's boundaries, structures, site features, and topographic elevations pertinent to the proposed project.

G. PHOTOGRAPHS: You may submit photographs of the subject property on a scale large enough to illustrate the variance requested and reasons for the request, if you desire.

3. **COMPLETE THE APPLICATION FORM**, including the appropriate number of site plans, and all other supplemental forms, documents, and information.

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4. **SUBMIT THE COMPLETED APPLICATION AND FEES AT TOWN HALL.** When filed with the Town Clerk, items 2A through F (as required) constitute a complete Application for Variance. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept and certify it.
5. After accepting your application documents and fees, the Town Clerk will process your application and review it for completeness. The Town Clerk will notify you within 28 days of filing whether the application is complete, and what additional information may be necessary to make the application complete. **PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID ANY DELAYS IN THE REVIEW OF YOUR APPLICATION.**
6. The Town Clerk will forward a copy of your application and supporting documents to the Building Official, who will review it and prepare a staff report on behalf of the Town for presentation to the Town Hearing Examiner.
7. The Town Clerk will arrange for your hearing and notify you of the date and time when your request for variance will be heard by the Hearing Examiner. **PLAN TO ATTEND THIS PUBLIC HEARING IN ORDER TO ANSWER ANY QUESTIONS, SUBMIT ADDITIONAL EVIDENCE IN SUPPORT OF YOUR REQUEST, AND TO RESPOND TO EVIDENCE SUBMITTED BY OTHERS.**
8. At the conclusion of the public hearing, the Hearing Examiner will review the evidence submitted and testimony given at the hearing and produce written findings of fact and conclusions outlining his/her decision in this matter. This decision will be either to grant the variance, grant it with modifications, or deny it. The date that such findings are mailed by the Hearing Examiner is the date of action on your variance request.
9. The Town Clerk will contact you when these findings are available and notify you of the additional fees due for the Hearing Examiner's review of and ruling on your application. **COME TO TOWN HALL TO PAY THESE FEES AND PICK UP YOUR COPY OF THESE FINDINGS.**
10. The action of the Hearing Examiner shall be final and conclusive unless, within twenty-one (21) days from the date of the action, you apply to the Council for an appeal. Contact the Town Clerk if you need more information.