



**TOWN OF WOODWAY  
HEARING EXAMINER  
LAND USE APPLICATION REQUIREMENTS**

1. The fees for certain land use applications are shown below. The Hearing Examiner costs include time for hearing preparation, a site visit, actual hearing time, and follow up preparation of decision documents. The Town Planner's time for review, site visit, hearing time, preparation of the Staff Report, etc. is an additional cost. All other direct expenses such as mileage or courier costs are also the responsibility of the Applicant. The Town reserves the right, in accordance with Town ordinances, to obtain additional professional services if necessary that will be at the Applicant's expense. As the Town cannot extend credit, all fees must be collected in advance. Occasionally, due to unforeseen circumstances on a project, additional funds must be collected beyond the original estimate. The following is a schedule of fees required at submittal:

<b>Variance Application</b>	<b>\$1000 plus costs, total deposit estimate \$2800</b>
<b>Request to Review Decision of Bldg. Official re zoning</b>	<b>\$500 deposit</b>
<b>Request to Review Admin. Decision re Land Use</b>	<b>\$500 deposit</b>

2. Please submit four (4) copies of the Application along with any other information and drawings pertinent to the issue.
3. Standard plan submittals must include a scaled site plan showing contours of the slope, scaled drawings illustrating the proposed and existing building footprints, total lot coverage, building setbacks, building elevations, and access.
4. Please provide a legal description from the Snohomish County Survey Records Division, a title company, or a surveyor licensed in the State of Washington.
5. The Applicant must submit a current Snohomish County Assessor's Map showing the surrounding properties within a 600' radius of the application site and a list of the names and addresses of owners of all properties with the 600' radius. This should include any properties outside of the Town of Woodway if the site is near Town corporate limits. The property owner listed shall be certified as accurate by the Snohomish County Assessor, a title company, or a licensed surveyor. The Applicant must provide at submittal two(2) sets of stamped envelopes addressed to all parties on the list within 600'.

6. If the Application refers to other variances for support, the Applicant must attach copies of the applicable decision documents.
7. The Application will be reviewed for completeness and will not be docketed for hearing until determined ready for decision.
8. The Applicant will be informed when a hearing date is scheduled. Please be aware that time must be allowed for legal publication requirements, staff scheduling, notification of neighboring properties, and preparation of a Staff Report for the Hearing Examiner.
9. Please expect the Hearing Examiner to make a site visit to the property.