



# TOWN OF WOODWAY

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File #:

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
- Two sets of stamped envelopes addressed to all property owners listed, with return address of the Town of Woodway.
- Filing fees as stipulated in the Town of Woodway Fee Schedule
- One copy of the Environmentally Critical Areas questionnaire
- Two copies of the completed SEPA 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 that are on or adjacent to the property. Include the Snohomish County recording number for existing easements.
  - Significant natural features and critical 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.