

# 310

## CITY OF KENMORE, WA ROAD STANDARDS VARIANCE REQUEST



18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	<b>Variance Number:</b> _____	
	<b>Project Number:</b> _____	
	Related Permit(s): _____	
	_____	
	_____	
	Date Stamp	
<b>1</b>	<p>In order to process your request, two copies of each of the applicable information from the following list must be submitted with each road standards variance request. Your application will be screened following submittal, and if any items are missing, the application will be considered incomplete. Acceptance does not deem the application complete.</p> <p>Variations from road or drainage standards may be granted provide that granting the variance will produce a compensating or comparable result which is in the public interest, and meet the objectives of safety, function, fire protection, and maintainability based upon sound engineering judgment.</p> <p>Granting any variance which would be in conflict with other requirements of any other City of Kenmore Code will require a separate review and approval process.</p>	
<b>2</b>	<p>Project Name: _____</p> <p>Project Address/Location: _____</p> <p>Applicant: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Engineering Firm Name: _____</p> <p>Telephone: _____</p> <p>E-mail: _____</p>	
<b>3</b>	<p>Description of Variance Request: _____</p> <p>_____</p> <p>_____</p> <p>Applicable Section(s) of Standards: _____</p> <p><b>Justification:</b> _____ <span style="color: red;">**This Section is crucial to City decision making; take time here**</span></p> <p>_____</p> <p>_____</p>	

<b>4</b>	<p><b>Submittal Requirements:</b> Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.</p>	
	<p>Appl.    Staff</p> <p><input type="checkbox"/>    <input type="checkbox"/>    <b>Variance Application Form</b></p> <ul style="list-style-type: none"> <li>▪ Fill out section two of this form and provide a description, list of applicable sections of standards, and justification which must provide descriptive reports, analysis, and calculations as necessary. Submittal of photographs is option but can be helpful and will often expedite the review.</li> </ul>	<p># of Copies 2</p>
	<p><input type="checkbox"/>    <input type="checkbox"/>    <b>City of Kenmore Municipal Code 12.50</b></p> <ul style="list-style-type: none"> <li>▪ Variances from these Standards may be granted by the City Engineer upon evidence that such variances are in the public interest and that requirements for safety, function, fire protection, appearance and maintainability based upon sound engineering judgment are fully met. Detailed procedures for requesting variances and appealing variance decisions are contained in an administrative rule available from the City Engineer. Variance requests for subdivisions should be proposed at the preliminary plat stage and prior to any public hearing. Variances must be approved prior to approval of the engineering plans for construction. Any anticipated variances from these Standards which do not meet the Uniform Fire Code shall also require concurrence by the Northshore Fire Department.</li> </ul>	<p>--</p>
	<p><input type="checkbox"/>    <input type="checkbox"/>    <b>Payment of Current Fee</b></p> <ul style="list-style-type: none"> <li>▪ See the current fee resolution or contact <a href="mailto:permittech@kenmorewa.gov">permittech@kenmorewa.gov</a>.</li> </ul>	<p>--</p>
	<p><input type="checkbox"/>    <input type="checkbox"/>    <b>Site Plan</b></p> <ul style="list-style-type: none"> <li>▪ Include drawings which show the lots, road layout, site improvements, and vicinity map. Applicable engineering drawings should also be included. Road variances on short plat applications and right of way use permits require a current assessors map with property highlighted in color.</li> </ul>	<p>2</p>
	<p><input type="checkbox"/>    <input type="checkbox"/>    <b>Related Applications</b></p> <ul style="list-style-type: none"> <li>▪ Provide a list of all related applications, including the associated permit number.</li> </ul>	<p>2</p>
Staff use Area	<p><b>AUTHORIZATION SIGNATURES:</b></p> <p>Staff Recommendation:</p> <p><input type="checkbox"/> Approved            <input type="checkbox"/> Conditionally Approved            <input type="checkbox"/> Denied</p> <p>City Engineer Signature and date:</p> <p>Conditions of approval:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	