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## VARIANCE SUBMITTAL CHECKLIST

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ALL SUBMITTALS **MUST** BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application Form
- Narrative Statement** citing the specific code sections from which a variance is requested, the degree of variance requested (i.e., feet of reduction in a required setback), and describing how the proposed variance meets all criteria in 14.70.040 SMC and the criteria in 14.250.060 and/or 14.255.130 SMC, if applicable.
- A **site plan** with the following requirements:
  - 24" x 36" in size, folded to 8½" x 11".
  - Drawn to 1" = 20' or 1" = 40' scale.
  - Plan must include a North arrow and the date of preparation.
  - Show all structures, property lines, streets and alleys.
  - Include all dimensions for lots, structures, and setbacks.
  - Show all critical areas and required buffers, if present.
  - Clearly indicate the location of the requested variance.
- SEPA Checklist**, if applicable.
- Critical areas report** and **mitigation plan**, conforming to requirements of SMC 14.255, if applicable.