



VARIANCE SUBMITTAL STANDARDS

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

- Land Use Application Form
 - Signed by each affected property owner
- SEPA Checklist
 - Completed and signed by the owner or authorized agent
- Critical Areas Report and Mitigation plan, if proposed
 - Prepared by a qualified professional as defined in WAC 365-195-905(4) and meeting all requirements of SMC 14.255.060
- Project plans prepared by a qualified professional, authorized to practice in Washington
All sheets shall include:
 - Title block
 - Project name
 - Date prepared/revised
 - Scale, north arrow
 - Quarter section, section, township, and range number
 - Name and contact information of the preparer
 - Sheet number and sheet title
 - Stamp and signature of applicable qualified professional

Include the following sheets:

- Cover sheet
 - Project information
 - Sheet index
 - Name, address, and phone number of applicant and all persons with real or possessory interest
 - Existing legal description(s) of the subject property
 - Existing zoning district(s) of the subject property
 - Acreage and square footage within the proposed development
 - Number of lots proposed, and number of lots per acre
 - Average lot size in square feet and the size of the smallest proposed lot
 - Acreage of open space and the percentage it represents of the total land area
 - Proposed road lengths and the area/percentage of the total land area that the right-of-way represents
 - Name of the current and proposed water and sanitary sewer purveyor
 - Square footage of impervious surface
 - Volume of cut and fill in cubic yards

- Vicinity map
 - Municipal boundaries
 - Township and section lines
 - Major roads, railroad and transmission rights-of-way
 - Water bodies, including streams, rivers, lakes, etc.
 - Adjacent land uses in each direction of the site
 - Indication of the scale
- Existing condition map(s) *Qualified professional: Professional Land Surveyor*
 - Boundary lines and dimensions of the property
 - Adjacent properties and their development status, with tax parcel numbers and adjacent plat names
 - Location of all existing structures (including fences, utility poles, and guy wires) within the proposed project, and within 25 feet of its external boundaries
 - Existing utilities, including fire hydrants, within 250 feet of the property
 - Existing contour lines at 2-foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the proposed plat. Clearly show existing drainage, slopes, and road grades within the proposed development.
 - Base flood elevation data, including special flood hazard area boundary, if any portion of the proposed project is located within a flood zone area, consistent with definitions in Chapter 14.270 SMC.
 - Critical areas boundaries and their buffers, including steep slopes, wetlands, streams, and rivers with adequate detail of Critical Areas extending offsite. Location of proposed buffers and setbacks.
 - Existing trees
- Site plan(s) *Qualified professional: Professional Engineer, Architect, or Land Surveyor*
 - Boundary lines and dimensions of the property
 - Site area in square feet and acres
 - Zoning district boundaries and setback lines
 - Lot and tract dimensions and square footage of each lot and tract, with lot numbers or tract designation labels
 - Location and number of units in the structures, if attached units are proposed.
 - Location of existing and proposed underground utility lines, sewer and water mains adjacent to or within the proposed project
 - Location of existing and proposed storm drainage facilities
 - Access plan identifying right-of-way, pavement, entry points, and sidewalks
 - Location, label/name, and width of all existing and proposed rights-of-way and other public or private ways within 100 feet of the proposed project, including grade of proposed streets and pavement location of existing and proposed streets
 - Location of proposed public improvements to streets, parks, playgrounds, or other public uses
 - Fire lanes and unobstructed widths for hydrant(s)
 - Parking plan, consistent with the requirements of Chapter 14.235 SMC:
 - Number of stalls proposed, including number of standard, compact, and ADA accessible
 - Stall dimensions for standard, compact, and ADA accessible stalls
 - Drive aisle widths, including indication of 1-lane or 2-lane
 - Driveway width
 - Location and size of loading areas
 - Number and size (range, smallest and largest, and average) of proposed parking lot islands
 - Number of trees proposed in parking lot
 - Proposed parking lot screening method
 - Parcels of land to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners within the project, with the purposes clearly indicated

- Existing or proposed public or private covenants, restrictions, or easements within or adjacent to the development
- Identification of any existing or proposed Native Growth Protection Areas (NGPA) and other lands within the project where development would be restricted
- Critical areas and buffers
- Proposed Grading plan(s) *Qualified professional: Professional Engineer*
 - Contours, with elevations labeled and referred to by datum identification
 - Existing contours shown as dashed lines at minimum 2-foot intervals
 - Proposed contours shown as solid lines at minimum 2-foot intervals
 - Building pads and elevations, streets, sidewalks, and driveways
 - Elevations at lot lines and crossing points
 - Retaining walls with elevations at top and bottom of footings, at 10-foot intervals
 - Identify any slopes over 15%
 - Boundaries or limits of site disturbance, clearing, and grading
 - Location and type of soils and vegetative cover, before and after development
- Road cross section(s) *Qualified professional: Professional Engineer*
 - Centerline profile(s) of all public and private roads within the development
 - Lane width(s)
 - Sidewalk width(s)
 - Right-of-way width(s)
 - Landscape strip width(s)
- Road and Storm Drainage plan(s) *Qualified professional: Professional Engineer*
 - Road alignment with 100-foot stationing and stationing at Point of Tangent (PT) and Point of Curvature (PC) with bearing and distances on centerlines. Establish baseline or centerline adequately dimensioned from at least two known reference points or monuments approved by the City of Snohomish.
 - Right-of-way lines and widths for existing and proposed roads and intersecting roads.
 - Curve data: at least three elements (radius, delta, arc length, or tangent distance) on all curves. These may be shown in a curve table.
 - Frontage improvements
 - Limits of existing and proposed paving
 - Existing and proposed driveways, including surface type and width
 - Existing monumentation
 - Fire lanes, demarcating devices, and unobstructed widths for hydrant(s)
- Proposed Utility plan(s) *Qualified professional: Professional Engineer*
 - Location of existing and proposed utility lines and structures/facilities, storm, sewer and water mains adjacent to or within the proposed project
 - Side sewer, water service lines, and meter box locations
 - Invert elevations
 - Street trees
- Open Space & Recreation plan(s) *Qualified professional: Tree Professional or Landscape Architect*
 - Location, size, dimensions, and identification labels of all open space tracts
 - Purpose and proposed ownership of each tract
 - Standards specific to Recreation tract(s)
 - Type of recreation proposed
 - Proposed design, including any and all surfacing, furnishings, materials, play areas, sport courts, structures, special features, and landscaping

- Standards specific to Critical areas tract(s)
 - Proposed fencing and signage, consistent with mitigation plan
 - Proposed easements and/or restrictions on the use of the land
- Tree and Landscape plan(s) *Qualified professional: Qualified Tree Professional*
 - Location and species of all significant trees on and within 20 feet adjacent to the site (8-inch diameter at breast height, excluding alders and cottonwoods), identifying trees to be retained and trees to be removed; include methods of tree protection
 - Perimeter landscaping and all interior planting areas associated with the development, including size, dimensions, preliminary species, and Type, with associated planting plan
 - Other natural and unique features proposed for retention pursuant to SMC 14.220.110
 - Tree canopy compliance table
 - Existing and proposed utility alignments, water meter boxes, driveways, and other improvements that could conflict with tree placement
 - Proposed street trees, including location and preliminary species, selected from Urban Forestry Plan