



VARIANCE APPLICATION REQUIREMENTS

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

- ☐ Land Use Application Form
- ☐ Variance Project Narrative Form
- ☐ Design Review Applicant Self-Assessment (Historic, Pilchuck, or Midtown districts only)
- ☐ SEPA Checklist, if applicable
- ☐ Critical Areas Report and Mitigation plan, if applicable. *A letter from a qualified professional stating that no wetlands, streams, or required buffers exist on the site may be submitted in place of a Critical Areas Report.*
- ☐ Project Plans prepared by a qualified professional licensed in Washington State and drawn to scale.
Include the following sheets:
 - ☐ Cover Sheet
 - ☐ Existing conditions map(s)
 - ☐ Site plan(s)
 - ☐ Proposed Grading plan(s)
 - ☐ Road cross section(s)
 - ☐ Road and Storm Drainage plan(s)
 - ☐ Proposed Utility plan(s)
 - ☐ Open Space and Recreation plan(s)
 - ☐ Tree and Landscape plan(s)

Review the Submittal Standards for additional information about required submittal materials.

All materials must be included for a determination of procedural completeness pursuant to RCW 36.70B. The City of Snohomish shall review the submittal and make a determination of procedural completeness or incompleteness within 28 days of submittal. If additional materials are necessary, the applicant shall respond within 90 days. On the 91st day the application shall be deemed withdrawn.