## **ZONING VARIANCE**



Site Address(es):

File No./Name:

Site Address:

An application for a **Variance** is complete when it is accompanied by the following items. Additional information may be required. No application shall be considered complete if any of the required information is missing. Only the property owner may apply for a Variance.

Applications are subject to a public hearing with the Planning Commission. Upon completion of the public hearing, the Commission will make a recommendation to City Council. The Council will approve, approve with conditions, or deny the application. Unless a different time period is specified by the Council, the Variance must be acted upon by the owner within three (3) years from the date of approval or the Variance will expire. Complete information can be obtained Section 17.36.050 of the Brier Municipal Code.

Assessor Parcel Number(s) – (APNs):							
Zoning:			Comp. Plan Designation:				
Applicant:		Phone:					
Address:				Cell:			
City:	State:		Zip:	Fax:			
E-Mail:							
Contact Person, if different:				Phone:			
Address:	ess:			Cell:			
City:	State:		Zip:	Fax:			
E-Mail:							
Property Owner(s), if different:		Phone:					
Address:		Cell:					
City:	State:		Zip:	Fax:			
E-Mail:							
Description of Proposal:							

### **ZONING VARIANCE**



Initials

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. I understand that this application <u>does not</u> constitute approval of permits and/or work to be performed. I certify that I am or represent the owner and am acting with the owner's full knowledge and consent. I further understand that...

This application applies only to the property for which it is approved and is non-transferable.
Approval of an application does not in any way replace, modify or waive any requirement for the compliance of
the proposal with other applicable standards or regulations. It is the responsibility of the owner / applicant to become aware of the requirements of the BMC. The approval of any plans does not guarantee that all provisions of applicable codes have been met.
The burden of proof rests with the applicant.
An application may be amended only in writing.
Submittal of this application grants the appropriate city officials the right of entry to the project site during reasonable hours.
Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.
It is the applicant's responsibility to request required inspections a minimum of twenty four (24) hours in advance at (425) 755-5440.
By submitting this application, I consent to pay any fees incurred for engineering or outside consultant review.
Signature of Owner/Agent: Date:
Please Print Name:

## **ZONING VARIANCE**

For Staff Use



REQUIRED SUBMITTALS								
	1.	App	licatio	on, with original signature(s).				
	2.	A written summary of the proposal, including the goals of the proposal, the section(s) of the BMC which require approval of the application, and the relationship of the proposal to the use of adjacent properties.						
	3.	A written description of the proposed use of the site, including hours of operation, number of employees, and any proposed storage or use of hazardous materials, if applicable.						
	4.	A written statement that completely addresses the decision criteria in BMC 17.36.050.A.4, together with any documents that support the written statement.						
	5.	A site plan, drawn to scale, showing:						
		A.	Date	e, scale, project information and north arrow;				
		B.	Exis	sting and proposed right-of-way and improvements;				
		C.	Exis	sting and proposed buildings, structures, parking areas and other improvements;				
		D.	Exis	sting and proposed utilities;				
		E.	Exis	sting natural features and critical areas;				
		<ul> <li>All other buildings, structures, improvements and natural features within fifty (50) feet of the subject property;</li> </ul>						
		G.	For	new construction:				
			1.	A landscaping plan, showing existing and proposed landscaping and fencing – see BMC 17.50;				
			2.	Exterior elevations of all existing and proposed structures; and				
			3.	Floor plans for all existing and proposed structures.				
	6.	A summary table of proposal statistics, including site area, building coverage, impervious area, required and proposed parking, and a list of uses for which the site will be used and the gross floor area or gross lot area that each use would occupy.						
	7.	If the project is to be developed or occupied in phases, a proposed schedule for each phase.						
	8.	A vicinity map, showing the location of the subject property in relation to nearby streets and properties.						
	9.	A completed SEPA application, unless the proposal is categorically exempt.						
	10.	Criti						
	11.	Property owner addresses, map, envelopes and label sheet created using the "Instructions for Obtaining Property Ownership for Snohomish County."						
	12.	One (1) set of reduced copies (no larger than 11x17") of all plans and oversized documents.						
	13.	A notarized Affidavit of Ownership for all property owner(s), with original signatures.						
	14.	Application Deposit: \$1,500						
				· · · · · · · · · · · · · · · · · · ·				

## BRIER ESTD 1965

## **AFFIDAVIT OF OWNERSHIP**

DKICK ESTD 1965	File No./Nam	e:					
	Site Addres	s:					
Property Owner:							
Contact Address:	Phone:						
express interest in additional	parcels involved in	ect property must complete this form. If the above property owner has an the listed project than there is space provided for below, those parcel at be provided on further copies of this form. Full legal descriptions may					
Site Address:	APN:						
Legal Description:							
Site Address:		APN:					
Legal Description:							
Site Address:		APN:					
Legal Description:							
l,	, be	Be Completed in the Presence of a Notary Public ing duly sworn, depose and say that I am the owner of record of that					
certain real property identifie		and that the information					
provided in this application, i	ncluding all submit	tals and attachments, is true and correct to the best of my knowledge.					
Signature of Owner:		Date:					
Please Print Name:							
STATE OF	)	I certify that I know or have satisfactory evidence that is the person					
COUNTY OF	) ss. )	who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.					
		SUBSCRIBED AND SWORN TO before me this day of					
		20					
		NAME (print):					
		NAME (sign):					
		Notary Public in and for the State of					
		Commission Expires:					

Phone: (425) 775-5440



# INSTRUCTIONS FOR OBTAINING PROPERTY OWNERSHIP

#### **Instructions for Applicants**

Please read and follow all instructions on your application carefully. Most applications require notification of surrounding property owners in order to provide citizens the opportunity to review and comment on applications that may impact them. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner.

1. Contact the Snohomish County Assessor's Office:

In Person: 3000 Rockefeller Ave

1st Floor Administration East

Everett, WA 98201

By Phone: (425) 388-3433

Email: contact.assessor@snoco.org

- \* Note: The wait time varies by request type. Requests made in person will take approximately 30 minutes from the time of the request, and requests made by phone or email will take approximately 2-3 business days.
- 2. Request the property owner information for parcels within 300 feet of the subject parcel(s). You will need to provide both the parcel number(s) and the address(es).
- 3. The Assessor's Office can provide the information in two formats:

Option A: Hard Copy Labels, Address List, Map

\* Note: Requests which generate a large number of label sheets may incur a charge.

Option B: Excel Database, Map

Generate label sheet(s) using the Excel database.

- 4. Copy the label sheet(s).
- 5. Using the label sheet(s), create stamped and addressed legal-sized envelopes with <u>no return</u> address.
- 6. Submit the address list, map, envelopes and copy of the label sheet(s) with your application.