



## VARIANCE COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

### **INSTRUCTIONS:**

Below is a checklist of items that must be submitted as part of your application for a Variance. Requirements below outline the minimum information that must be provided as part of the application. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4532.

### **SUBMITTAL CHECKLIST**

- ◇ (1) CD with individual pdf's of each item listed below ↓
- ◇ (1) Original plus (4) copies of the Combined Permit Application Form
- ◇ (1) Vicinity map (on 8½" X 11")
- ◇ (2) Written narrative (description of proposal)
- ◇ (1) Original plus (4) copies of the Criteria for a Variance (describing how you comply with the criteria for a variance – see attached form)
- ◇ (1) Title Report (30 days to current at time of submittal)
- ◇ (2) Public notice materials

### **SITE PLANS**

- ◇ (1) Original (wet-stamped) plus (5) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"



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### **INFORMATION FOR THE APPLICANT**

Variance means an adjustment in the application of specific regulations to a particular parcel of property because of special circumstances where standard development regulations create a hardship for that property and deprive the owner of privileges commonly enjoyed by other properties in the same vicinity and zone. The Hearing Examiner reviews variance applications and makes the final decision.

#### **Pre-Development Review Meeting**

The City strongly encourages a Pre-Development Review meeting before submittal of a land development, subdivision, or commercial building application. This will provide you an opportunity, early in the planning stage, to meet with Development Review representatives who will assist you with preliminary direction regarding your proposed project.

Pre-Development meetings are held every Tuesday beginning at 1:30 p.m. and are limited to 45-minute sessions. Contact the Community Development Department at 360.863.4532 to schedule a Pre-Development meeting following preparation of your Pre-Development submittal, and with any questions regarding this form.

#### **Process**

After an application is deemed complete, a hearing date will be set and a decision to approve, deny, or return for corrections will be rendered within 120 days. This timeline can be extended with the written consent of the applicant.

Hearings with the Hearing Examiner are held on certain Thursdays of each month in the early afternoon at City Hall. Notices of public hearing will be posted at least fifteen days before the hearing on the site of the proposed variance, in the local newspaper, at City Hall, and mailed to all property owners within 500 feet.

The applicant and/or property owner(s) should be present at the hearing or have a representative present for them. Hearings are audio recorded. The process for the hearing is:

- ◆ Hearing Examiner will open the hearing, explain the process, and swear in those who will speak during the hearing.
- ◆ The applicant(s) will be asked if they have a presentation or any questions, or they may be asked to respond to questions.
- ◆ Staff will describe the proposal and give their recommendation (generally a summary of the Staff Report, which will be mailed to the applicant the week



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prior to the hearing).

- ◆ If there is audience wishing to testify they will do so at this time.
- ◆ The applicant and/or staff may comment or answer audience testimony if applicable.
- ◆ Any final comments will be requested.
- ◆ Hearing will be closed and an announcement will be made of the date by which a decision will be issued.

The Hearing Examiner's decision will be issued generally within ten working days after the hearing is closed and will become effective the date it is issued. Parties of interest who object to the decision may begin the appeals process by filing their objections in person, with the city, in accordance with MMC Title 21.

### FINAL ACTION

Upon expiration of all applicable appeal periods, the variance application is considered approved, **PENDING** the completion and approval of any and all conditions of the Hearing Examiner's decision. A variance may become void after the expiration of one year or a longer period as specified by the Hearing Examiner if no building permit has been issued in accordance with the plans for which such variance was authorized. The Hearing Examiner may also grant an extension for a period not to exceed twelve months if the application has not been changed.



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### CRITERIA FOR A VARIANCE

No variance may be approved unless all of the following findings can be made, as established by the Monroe Municipal Code Chapter 18.98 (Variance Permits):

1. **Special Circumstance:** The variance shall not constitute a grant of special privilege inconsistent with the uses of other properties in the vicinity and in the same zone in which the property on behalf of which the application was filed is located;
2. **Privileges:** The variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property in order to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located;
3. **Detrimental:** Granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated;
4. **Comprehensive Plan** The authorization of such variance will not adversely affect the implementation of the comprehensive plan; and
5. **Property Rights:** The granting of such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same zone or vicinity.

It is the applicant's responsibility to answer the above criteria and submit it with the application packet.



# COMMUNITY DEVELOPMENT

806 West Main Street, Monroe, WA 98272  
 Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

FOR OFFICE USE ONLY
PERMIT #(s) _____
_____
_____

## COMBINED PERMIT APPLICATION

### PERMIT SUBMITTAL HOURS

**MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00**

Building	Operations	Fire	Land Use
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

**NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.**

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Attach a separate sheet for additional property owners/additional addresses**

**\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**

**\*\*Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**





## **PUBLIC NOTICE MATERIALS COMMUNITY DEVELOPMENT**

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### **INSTRUCTIONS:**

Below is a checklist of items that must be submitted as part of your permit application or land use request as indicated in the Submittal Checklist. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

These materials must be submitted concurrently with all other required submittals as indicated in the Submittal Checklist.

➤ For your convenience, when requesting these materials from Snohomish County, links to access their request forms are listed below.

Instructions for records requests:

<http://snohomishcountywa.gov/1704/Public-Records>

Form 1: Record Request

<http://snohomishcountywa.gov/DocumentCenter/View/18735>

Form 2: Release for List of Individuals

<http://snohomishcountywa.gov/DocumentCenter/View/18736>

➤ These materials can also be obtained through any Title Company.

### **SUBMITTAL CHECKLIST :**

- ◇ (1) Snohomish County Assessor's Quarter Section Map including the following:
  - ◆ Show Subject Property
  - ◆ Show 500 ft. Boundary
- ◇ (1) Current Owner List (of properties within 500ft. radius) hard copy
- ◇ (1) Current Owner List (of properties within 500ft. radius) submitted electronically in an excel spreadsheet format with the following:
  - ◆ Tax Parcel ID Number(s)
  - ◆ Owner(s) Full Name(s)
  - ◆ Owner(s) Mailing Address(es)
- ◆ Include "Current Resident" & Mailing Address (if property owner doesn't reside at the property)