



TOWN OF WOODWAY

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File #:

Date Received:

ADMINISTRATIVE VARIANCE APPLICATION SUBMITTAL CHECKLIST

This checklist includes all of the required information for submitting a variance request. Applications will not be processed until all of the following information is submitted and determined "complete."

- Completed application form
- A written explanation of how the administrative variance request complies with the requirements of 14.50.025 (A) or (B), as applicable
- Filing fees as stipulated in the Town of Woodway Fee Schedule
- One copy of the Environmentally Critical Areas questionnaire
- One 8½" X 11" reproducible copy of the site plan and vicinity map
- Three Site Plans, drawn to a scale no smaller than 1" = 100' on a sheet no larger than 18" X 24". Electronic submittals are encouraged. The site plan shall depict the following:
 - Property lines and dimensions
 - Total square footage of lot
 - Location and dimensions of all existing and proposed physical improvements including the structures that will be removed
 - Existing and proposed parking areas and access drives
 - Adjacent streets
 - Building height calculations, if applicable
 - Existing trees on site (all trees 8" diameter and greater)
 - All required setbacks
 - The location of all utilities (location of water, storm, gas, electric & sewer lines)
 - Location, type, & dimension of all existing and proposed easements that are on or adjacent to the property. Include the Snohomish County recording number for existing easements.
 - Significant natural features and critical areas such as slopes, trees, wetlands, and rock outcrops
- Other plans, such as building elevations, landscaping plans, and grading plans, that are determined by the Town to be necessary to support the application.
- Additional information may be requested and may include, but is not limited to, the following: critical area studies, noise studies, air quality studies, soils investigation studies, visual analysis, and transportation impact studies.