



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 Email: cdd@ci.tumwater.wa.us
 (360) 754-4180

**VARIANCE (ZONING)
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to deviate from the specific requirements of the zoning ordinance for a proposed development, a submittal for a zoning Variance shall consist of all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Written statement for development setting out detailed information concerning, but not limited to, the following findings of fact:			<input type="checkbox"/>
a. That special conditions exist which are peculiar to the land, such as size, shape, topography, or location, not applicable to other lands in the same district, and that literal interpretation of the provisions of this Code would deprive the property owners of rights commonly enjoyed by other properties similarly situated in the same district under the terms of this Code.		<input type="checkbox"/>	
b. That the special conditions and circumstances are not the result of actions of the applicant.		<input type="checkbox"/>	
c. That the granting of the variance requested will not confer a special privilege to the property that is denied other lands in the same district.		<input type="checkbox"/>	
d. That the granting of the variance will not be materially detrimental to the public fare or injurious to the property of improvements of the vicinity and zone in which the subject property is situated.		<input type="checkbox"/>	
e. That the reasons set forth in the application justify the granting of the variance, and that the variance, if granted, would be the minimum variance that will make possible the reasonable use of the land.		<input type="checkbox"/>	
4. Five copies of the proposed site plan(s).		<input type="checkbox"/>	<input type="checkbox"/>
5. One reduced copy (11"x17") of the site plan(s).		<input type="checkbox"/>	<input type="checkbox"/>
B. SITE PLAN	N/A	Provided	Staff
1. The site plan(s) shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following:			<input type="checkbox"/>
a. Date, scale and north arrow.		<input type="checkbox"/>	

Variance (zoning) Submittal Checklist

B. SITE PLAN (CONTINUED)	N/A	Provided	Staff
b. Section, Township, Range and Sheet Number.		<input type="checkbox"/>	
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as railroads, lakes, streams, shorelines, schools, parks and other prominent features.		<input type="checkbox"/>	
d. Boundaries of the parcel(s) included in the application.		<input type="checkbox"/>	
e. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the parcel(s).		<input type="checkbox"/>	
f. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to property lines.		<input type="checkbox"/>	
- Size (square footage) and height of each building (existing and proposed).		<input type="checkbox"/>	
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the site plan.		<input type="checkbox"/>	
- On-site septic systems and reserve areas.		<input type="checkbox"/>	
- On-site utilities including existing and proposed storm-drainage systems. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- All parking spaces.		<input type="checkbox"/>	
- Percent of site covered with impervious surfaces.		<input type="checkbox"/>	
- Permanent features which will have an impact upon the application, such as all existing or platted streets, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Identified geological hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number	<input type="checkbox"/>	<input type="checkbox"/>	
g. Project Information block shall also be placed on the face of the site plan as follows:			
- Applicant: name, address, telephone.		<input type="checkbox"/>	
- Representative: name, address, telephone.	<input type="checkbox"/>	<input type="checkbox"/>	
- Assessor's parcel number(s).		<input type="checkbox"/>	
- Size (square footage) and height of each building (existing and proposed).		<input type="checkbox"/>	
- Total area (acreage and square-footage) of parcel.		<input type="checkbox"/>	
- Proposed use (single-family, duplex, etc.).		<input type="checkbox"/>	
- Number of parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Critical areas including buffers (acreage and square footage).	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- Sewer provider.		<input type="checkbox"/>	
- Electricity provider.		<input type="checkbox"/>	

Variance (zoning) Submittal Checklist

B. SITE PLAN (CONTINUED)	N/A	Provided	Staff
- Telephone provider.		<input type="checkbox"/>	
- Gas provider.		<input type="checkbox"/>	
- Refuse collection, including recycling.		<input type="checkbox"/>	
- School District.		<input type="checkbox"/>	
- Cable/TV provider.		<input type="checkbox"/>	
2. Five full-size copies of a conceptual utility plan on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan shall include the location of existing and proposed water mains, fire hydrants (on-site and off-site with adjacent street right-of-way), sewer mains, water laterals/meters, sewer laterals, proposed grinder pump systems (if applicable), proposed sewer pump station (if applicable), storm water collection and retention/detention systems, and street lights (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. OTHER DOCUMENTS	N/A	Provided	Staff
1. Wetland Report, prepared in accordance with TMC 16.28.140.C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Geologically Hazardous Areas Report, prepared in accordance with TMC 16.20.050.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name and address list of property owners within 300 feet of the subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through C above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

In accordance with TMC 14.02.070.A.1, prior to acceptance of the zoning Variance application, the applicant may need to complete Preliminary and Formal Site Plan Review.

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date