

# Variance Application

Permit #

Staff use



17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

Owner Name:		
Address:		
Phone:		Email:
Site Address:		
Tax Parcel No:		
Owner's Authorized Agent:		
Authorized Agent Address:		
Authorized Agent Phone:		Email:

## PERMIT APPLICATION FEES

Fees must be paid at time of application

Variance Request	\$ 2,500
Land Use Public Notice Signage Fee	\$ 400
Additional Signage Fee ----- \$25/ea.	
	SUBTOTAL
Technology Fee ----- 5% of Total	
	TOTAL FEES

*The applicant may be responsible for additional fees related to engineering and legal expenses*

**Please provide the requested information:** (Attach additional sheets if necessary)

<b>Zoning Classification:</b>					
<b>Is the site within 200 feet of shoreline?</b>					
<b>Comprehensive Plan Designation:</b>					
<b>Check known utilities/services to the site:</b>	gas	electric	water	sewer	cable
		garbage	phone	other:	

<b>From what sections of Zoning code are you requesting a variance? LFP MC Sections:</b>	

<b>Describe the nature of proposal. Indicate as much specific information as possible. i.e. What is proposed? What is the extent of the variance request?</b>	

<b>What is the proposal's intended outcome?</b>	

<b>Describe the character of the site. Is the site sloped or flat? Is the site wooded and vegetated, cleared or landscaped?</b>	
<b>What is the current use of the site?</b>	
<b>Describe the surrounding areas (undeveloped, residential, commercial)</b>	

<b>What is the current use of the site?</b>	
<b>Describe the surrounding areas (commercial, undeveloped, residential)</b>	

**The applicant must provide the following submittal requirements.** Two paper copies and one digital copy of all materials are required.

**It is important to note: It is the responsibility of the applicant to prove that all criteria are met in order for the Hearing Examiner to consider approval of the application.**

- A **site-plan** that must be accurate, legible and drawn to scale (a recent survey may be required) that provides the following:
  - The existing dimensions and lot size, proposed dimensions and lot size
  - Identify adjacent streets, existing and proposed access
  - Identify existing and proposed structures and distances to property lines
  - Location of proposed alterations or improvements
  - Location of any critical areas on or near the site
  - Location of any open space or preservation areas
  - Location of any significant trees (6" diameter or greater)
  - If possible, locate drainage channels, sewer and water lines
  - Identify existing and proposed easements
  - Elevation plans, if applicable
- Preliminary Drainage Plan** (required for some proposals). This should be prepared by professional engineer licensed in the State of Washington. Drainage requirements, systems and techniques must comply with the King County Surface Water Design Manual, as adopted by the City of Lake Forest Park

A variance is the means by which an adjustment is made in the application of the specific regulations of this title to a particular piece of property. A variance application shall be made on forms approved by the planning department and presented to the hearing examiner. The hearing examiner shall, after a public hearing, make a final decision. Variances shall be granted only in cases where the particular property, because of special circumstances applicable to the property, is deprived of privileges commonly enjoyed by other properties in the same vicinity and zone and where the variance will remedy the disparity in privilege, or to accommodate a solar energy system. Before a variance shall be granted, the following requirements shall be met.

**Applications must include a thorough response to the following criteria:**

- The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located
- That such variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, 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
- Granting of such a 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
- There are special circumstances applicable to a particular lot or tract, such as size, shape, topography, surroundings, trees, groundcover or other physical conditions, installation of a solar energy system or the location or orientation of a building for purposes of gaining or providing solar access
- The granting of the variance will not alter the character of the land, nor impair the appropriate use or development of adjacent property
- Granting the variance will not conflict with the general purposes and objectives of the Comprehensive Plan and other requirements of this title
- In determining whether to approve an application for a variance, the Hearing Examiner shall consider the applicant's record regarding meeting the terms, conditions and limitations of other permits previously issued including building permits, conditional uses or variances
- All variances shall meet any other term, condition or limitation of the Lake Forest Park Municipal Code, if any, applicable to the specific action including Title 16, Environmental Protection; Title 17, Subdivisions; and Title 18, Zoning Requirements

**Release / Hold Harmless Agreement**

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorney's fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

**Qualified Professional Requirements**

For each section of this application that was required to be prepared by a professional, please include a Statement of Qualification along with this application.

**Permission to Enter Subject Property**

I, the undersigned, grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

**Date:** \_\_\_\_\_

**Signature of Applicant, Owner, or Representative:** \_\_\_\_\_

**Questions?**

For more information, please contact the Planning Department

[aplanner@cityofflp.com](mailto:aplanner@cityofflp.com)

206-957-2837

**Access to Information**

Electronic versions of all forms, permits, applications, and codes  
are available on the Lake Forest Park website:

<http://www.cityofflp.com/>

Paper copies of all of the above are available at City Hall:  
17425 Ballinger Way Northeast, Lake Forest Park, WA 98155