



COMMUNITY DEVELOPMENT DEPARTMENT  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003  
253-835-2607; Fax 253-835-2609  
[www.cityoffederalway.com](http://www.cityoffederalway.com)

## VARIANCE

This application packet is designed to obtain all the information necessary to allow the City of Federal Way to make a well-informed decision on your application. Please refer to the submittal requirements to determine the materials that must be submitted to complete your application.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the city code, and inspection of the property.

Variances are permitted only if approved using Process IV review. The Hearing Examiner will hold a public hearing and then decide upon the application.

## SUBMITTAL REQUIREMENTS

1. Master land use application form.
2. Variance and Process IV filing fees.
3. Completed environmental checklist and related information, if required.
4. A written statement discussing the following criteria. Your statement will be included in the staff report to the Hearing Examiner. The city may grant your request only if it finds all of the following are met.
  - a. That the variance will not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the subject property is located.
  - b. That the 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 zone in which the subject property is located.
  - c. That the granting of the 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 located.
  - d. That the special circumstances of the subject property are not the result of the actions of the owner of the subject property.

5. A copy of the current King County Assessor's quarter section map for the appropriate area, identifying all properties within 300 feet of the site.
6. A list and self-addressed, stamped envelopes (with a City of Federal Way return address<sup>1</sup>), of persons receiving tax statements for the subject property and all properties within 300 feet of the boundary of the subject property. **Note**, please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes.
7. Projects that involve review of work proposed within critical areas many times require that the city contract out for expert technical assistance with the review. Under *Federal Way Revised Code* (FWRC) 19.150.030, the city may require the applicant, at the applicant's expense, to provide any information, mapping, studies, materials, inspections, and/or reviews that are reasonably necessary to implement the critical areas article, and to require that such information, studies, mapping, materials, inspections, and/or reviews be provided or performed by a qualified professional acceptable to the city. You will be advised at the earliest possible point if your project will be subject to these types of expenses.
8. Any information or materials that is specified in the provisions of this code that describe the applied for decision, as determined by the city.
9. Any additional information or materials that the Director of the Community Development determines is reasonable.
10. Site plans prepared in accordance with the development requirements information bulletin, as determined by the city.

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<sup>1</sup>Department of Community Development, 33325 8<sup>th</sup> Avenue South, Federal Way, WA 98003