

## VARIANCE SUBMITTAL CHECKLIST

Variance Purpose (Lynnwood Municipal Code 21.26.150): A variance is an adjustment in the application of the specific regulations to a particular piece of property because of special circumstances applicable to it. Special circumstances with a piece of property may be suitable for a variance which is an adjustment to the application of Lynnwood Municipal Code 21.26.150 regulations to a particular piece of property. A variance requires a hearing before the hearing examiner and is only considered to grant relief where practical difficulty renders compliance with the requirements of the code an unnecessary hardship.

### Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees have been paid
- Depending on the scope of work, some items may not apply or may be combined
- If you have questions, please contact [planning@lynnwoodwa.gov](mailto:planning@lynnwoodwa.gov)

## Submittal Requirements

### Project Narrative

- Site Description
- Description of Project
- Address
- Zoning Designation
- Density and Floor Area Ratio (FAR) Calculations
- Parking Calculations
- Description of how proposal complies with the Lynnwood Municipal Code with citations of applicable Code sections including an analysis of how the proposal meets Decision Criteria listed in [LMC 21.26.350](#)
- Description of how proposal complies with the Comprehensive Plan with citations of applicable policies
- Permits submitted concurrently and identification of other permits not included in the application to the extent known
- A list of any development standard for which the applicant is requesting relaxation and an explanation of the reason or justification for relaxation of each standard
- Phasing / Timelines

### Plan Set

#### Cover Sheet(s)

- Plan Sheet Index
- Name of development
- Name, address, phone number and email address of person or firm that prepared the plan
- Date plan prepared and any revision dates
- Vicinity Map
- Legal Description of all properties

This document does not substitute for codes and regulations.  
The applicant is responsible for compliance with all codes and regulations.

- Parcel Numbers for all properties
- Development Summary Chart including the following information
  - Existing zoning
  - Future land use
  - Total land area in square feet and/or acres
  - Proposed use(s) of each structure
  - Total dwelling units and site density, if applicable
  - Lot coverage
  - Floor Area Ratio, if applicable
  - Open / Public Space calculations
  - Required and proposed number of off-street parking, compact stalls, shared parking calculations, electric vehicle parking, and bicycle parking, spaces, as applicable
- Construction Summary Chart including the following information
  - Occupancy classification per structure
  - Gross floor area per floor and total for each building
  - Number of dwelling units broken down by unit type per building, including ADA units, if applicable
  - Height above grade and number of stories of each structure

**Existing Site Plan/Survey**

- Existing property lines and lot dimensions
- Location of any Critical Areas within 200 ft. of the site
- Existing easements including drainage and access – Including all AFN (Recording Document)
- Existing structures and parking
- Existing tree survey
- Width, materials and location of all on-site roads & drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways - show their connections to adjacent and off-site improvements
- Assessment of all public sidewalks and curbs. Indicate the location of utility vaults, hydrants, electrical equipment pads, traffic signals, power poles, exposed \ HVAC equipment, refuse/recycling enclosures and routes of all utilities, including \ water, sewer, and storm  
Indicate all structures and trees on adjacent properties within 10 ft.
- Existing property lines and lot dimensions

**Proposed Site Plan**

- Graphic engineering scale (1" = 20' minimum)
- North arrow
- Licensed Professional Stamp, if applicable
- Legend
- Property lines and lot dimensions
- Building and parking setbacks from property line

This document does not substitute for codes and regulations.  
The applicant is responsible for compliance with all codes and regulations.

- Identification of proposed or use(s) within each structure
- Proposed open space and dimensions
- Location and design of proposed parking including dimensions of parking stalls, drive aisles, and curb cuts  
- include labeled number of stalls
- Required fire lanes and turning radii for emergency vehicles
- Proposed easements with AFN (Recording Document)
- Location of any critical areas on or adjacent to the site with any required buffers
- Graphic engineering scale (1" = 20' minimum)
- North arrow
- Licensed Professional Stamp, if applicable
- Legend
- Property lines and lot dimensions
- Building and parking setbacks from property line

### Other Reports and Documents

- A title report less than 30 days old including Schedule B
- SEPA Checklist unless the project is categorically exempt
- Critical Areas Application, if applicable