

VARIANCE SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for a permit name.

Variance Purpose (LMC 21.26.150): A variance is a mechanism by which the city may grant relief from the provisions of the zoning code where practical difficulty renders compliance with the provisions of the code an unnecessary hardship, where the hardship is a result of the physical characteristics of the subject property and where the purpose of the code and of the comprehensive plan can be fulfilled upon granting of the variance.

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
- Depending on the scope of work, some items may not apply or may be combined
- If you have a question on required items, please contact planning@lynnwoodwa.gov

SUBMITTAL REQUIREMENTS

1. Land Use Application

[Land Use Applications – City of Lynnwood \(lynnwoodwa.gov\)](#)

2. Project Narrative Document providing the following information

- 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

3. Plan Set - information must be included as one combined plan set

Cover Sheet(s)

- Plan Sheet Index
- Name of development

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- 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
 - 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
- 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

4. 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