



VARIANCE/DEVIATION APPLICATION

Variance: ☐ Minor ☐ Major ☐ Noise ☐ Public Works Standards (DGPWS)

Deviation: ☐ Frontage ☐ Landscaping ☐ Sign ☐ Reasonable Use

Project Name: _____

Project Address: _____ Parcel Number(s): _____

Variance Requested: _____

Total Site Size (acre/sf): _____ Existing/Proposed Use: _____

Land Use/Zoning Designation: _____ Critical areas on or within 150': ☐ Yes ☐ No

Applicant Name: _____

Representative
(if different): _____

Address: _____

Phone: _____ Email: _____
Please send invoices to: _____

Address: _____ Email: _____

Property Owners
(if different): _____

Phone: _____ Email: _____

Deviation of Standards

- See 12.24.190 for street frontage requirements
- See 17.50.180 for sign permits
- See 17.44.110(N) for landscaping

Fees

- See Adopted Fee Schedule for permit fees

Variances

- See MMC 17.65 for zoning/land use
- See Milton Development Guidelines and Public Works Standards for street
- See MMC 9.37 for noise

Required For Zoning and Street Variances: NA is not acceptable. Incomplete applications will be returned.

1. DETAIL the unique circumstances or hardships applicable to the subject property or to the intended use, such as shape, topography, location, surroundings, or industry standards, that do not apply generally to the other property or class of use in the same vicinity and zone.
2. DETAIL how the variance is necessary for the preservation and enjoyment of a substantial property right or use, possessed by other property in the same vicinity and zone, but when because of special circumstances is denied to the property in question.
3. DETAIL how the granting of the variance will not cause significant negative impact to the public welfare, or be injurious to the properties or improvements in the vicinity defined as a radius of 500 feet or established subdivision.
4. DETAIL how the granting of the variance is consistent with the purpose and intent of the zoning code and the goals and policies of the comprehensive plan and will not conflict with other applicable codes or design guidelines.
5. DETAIL how the variance is the minimum adjustment necessary for the reasonable use of the land.
6. DETAIL how the need for the variance is not the result of the deliberate actions of the applicant or property owner.
7. DETAIL how the variance request is not for the sole purpose of making the property more profitable nor for a demonstrated or perceived loss of value.
8. ☐ I confirm that the variance request is not for a use that, expressly or by implication, is prohibited by the terms of this title.

SUBMITTAL CHECKLIST

For all applications

- ☐ Application
- ☐ Pre-application summary letter (*if applicable*)
- ☐ Proof of Ownership
- ☐ Legal Description
- ☐ Prior Decisions/Permits
- ☐ Proposed Site Plan
- ☐ Other information required to support request

☐ Noticing Envelopes (*Not required for deviation from standards*)

- 1 set for minor; 2 sets for major
- Addressed, stamped business sized envelopes
- City of Milton return address
- Owners per County tax records for all properties within 300 feet for Street Variance; 500 feet for Zoning Variance
- List of the addresses with their parcel numbers
- Map showing the 500-foot boundary

Digital Submission Preferred: Send Application to permits@cityofMilton.net. Once received we will send you the link and instructions to upload submittals. Other items may be requested.

CERTIFICATION

I, the undersigned, hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Milton, pursuant to the provision of the Milton Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. I acknowledge that if the City needs to obtain the services of an expert third party to review any technical information regarding my proposal, that I shall be responsible for any financial costs of said third party review.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: _____ Date _____

Signature of Owner(*or authorized agent*): _____ Date: _____

Proposed Site Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- North arrow and bar scale.
- All property boundary lines and dimensions within 150 feet of subject site (on both sides of street).
- Footprint of existing and proposed structures (example: house, barn, shop, shed, etc.) including dimensions from property lines. Label each structure and include gross area.
- Easements or Rights-of-Way.
- Location of all existing and proposed utilities.
- Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per MMC Chapter 18.16, "Critical Areas".
- Arrows showing direction of slope(s). Assume an elevation of 100 feet at one lot corner and indicate the other lot corner elevations to it.
- Areas to be cleared, graded, excavated, or otherwise disturbed.

Proposed Stormwater Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- North arrow and bar scale.
- Preliminary storm drainage system in accordance with the 2019 Department of Ecology Stormwater Management Manual for Western Washington .
- Total existing and proposed impervious surface area.

Proposed Landscape Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- Irrigation plan prepared by a registered landscape architect or irrigation.
- North arrow and bar scale.
- Specific location, type, size, and number of trees to remain and to be removed.
- Identify replacement ratio and placement for removal of significant trees
- Plant schedule with the scientific name, common name, size, spacing, and quantity of each.
- Natural or manmade water features or bodies.
- Existing or proposed fences and retaining walls.
- Critical lands and associated buffers, and designated recreational open space areas.
- Specific location, square footage calculations, and total square footage of each parking lot landscape island
- Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment.
- Specific location of street trees in the right-of-way.
- Identify the three low impact elements required per MMC 17.44.110(F) and (J).

Proposed Lighting Plan Requirements

- Property lines of all properties within 150 feet of subject property.
- Location and label specification of all exterior luminaires light fixtures.
- Lumen values, mounting heights, shielding, and directionality.