



Planning Services
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
Permit Center (253) 856-5302 FAX: (253) 856-6412
www.ci.kent.wa.us/permitcenter

Administrative Variance Application

Please print in black ink only.

Application Fee...See Fee Schedule

Application #: _____ KIVA #: _____
OFFICE USE ONLY OFFICE USE ONLY

Application Name: _____

Lot Size: _____ Zone: _____

Address/Location: _____

King County Parcel Number (s): _____ Acres: _____

¼ Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Professional License No: _____ Contact Person: _____

Property Owner 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Property Owner 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No.: _____

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OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____

Administrative Variance Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN REQUESTING AN ADMINISTRATIVE VARIANCE.

- ☐ A. The completed original application, making sure that all of the required signatures are obtained.
- ☐ B. Seven (7) copies of a detailed project description of the specific permit requested including all proposed activities to take place on site, hours of operation, existing and proposed structures, and list the applicable code section(s) for which the variance is being sought.
- ☐ C. Seven (7) copies of answers addressing Kent Zoning Code Section 15.09.042(C): Conditions for Granting an Administrative Variance
 1. The administrative variance does not detract from the desired character and nature of the vicinity in which it is proposed;
 2. The administrative variance enhances or protects the character of the neighborhood or vicinity by protecting natural features, historic sites, open space or other resources;
 3. The administrative variance does not interfere with or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district in occupies; and
 4. Granting the administrative variance does not constitute a threat to the public health, safety and welfare within the city.
- ☐ D. Seven (7) copies of required Code data.
 1. Zoning district
 2. Total lot area (square feet)
 3. Total building area with area breakdown by levels (i.e. 1st floor, mezzanine)
 4. Percent site coverage breakdown (open space vs. impervious surface area)
- ☐ E. Seven (7) copies of a detailed site plan showing existing and proposed site conditions. All large maps must be folded to fit into an 8½ × 14-inch envelope with the applications name of the plan showing. The existing conditions site plan must include the following at a minimum:
 1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
 2. North arrow and engineering scale (i.e. 1"=20'; not 1/8"=1' architectural scale)
 3. King County tax identification number
 4. Property lines with dimensions
 5. Existing and proposed public and private roads, driveway access points, rights-of-way, easements. All must be labeled and include dimensions.
 6. Adjacent uses (undeveloped, single family, commercial, etc.)
 7. All major manmade or natural features
 8. Existing and proposed building locations showing dimensions, square footage, height and setbacks from property lines and other structures
 9. Location of water and sewer mains closest to the site and utility connections
 10. Critical areas such as hazard areas, slopes, water features or wetlands (including but not limited to lakes, ponds, saltwater, year-round or seasonal streams, creeks, gullies or natural drainage ditches, etc.) and endangered wildlife habitat including setbacks
 11. Contours if the site or access road(s) contain slopes greater than 10%
- 5. Total number of parking stalls (including ADA accessible stalls)
- 6. Type of Construction per IBC
- 7. Sprinklered/non-sprinklered
- 8. Occupancy classification per IBC
- 9. Area per occupancy (office, warehouse, retail)

12. Existing trees that are six (6) inches caliper or greater at three feet above grade (forestry standard). Trees must be labeled with common name and caliper size
 13. Areas of future development
 14. Location of fire hydrants closest to the site
 15. Vehicle loading, unloading, parking and maneuvering area
 16. Conceptual landscaping plan showing square footage and type
- ☐ F. If applicable, four (4) copies of conceptual building elevations including the location and type of any exterior lighting
- ☐ G. One (1) copy of the site plan at a reduced size of 8½ × 11-inch sheet

Administrative Variance Application Instructions

The Planning Manager shall have the authority to grant and administrative variance for up to twenty five (25) percent of the numerical zoning code standards for setbacks, lot coverage and building height.

I. Application Form

- A. Answer all questions clearly and provide all information requested on the application form and accompanying application requirements. The site plan does not need to be prepared by a registered land surveyor, but the scale and information does need to be as precise as possible.
- B. See Fee Schedule for application fee. Make checks payable to the City of Kent.

II. Filing Application

- A. The Planning Manager shall review applications for completeness, and a notice of completeness will be issued within twenty-eight (28) days of submittal. Those applications deemed incomplete shall be returned to the applicant for further action.
- B. The Planning Manager may grant an Administrative Variance if it is shown that the proposed development meets the following criteria:
 1. The administrative variance does not detract from the desired character and nature of the vicinity in which it is proposed;
 2. The administrative variance enhances or protects the character of the neighborhood by protecting natural features, historic sites, open space, or other resources;
 3. The administrative variance does not interfere with or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district it occupies; and
 4. Granting the administrative variance does not constitute a threat to the public health, safety and welfare within the city.

III. Appeals

Appeals of the Planning Manager's decision shall be submitted within fourteen (14) calendar days of the date of the decision and shall be in accordance with the requirements of KCC 12.01.190.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.