

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

**Applicant:** Check each box on the checklist to confirm items that are included in your submittal.

**The required number of plan sets is 2 (two).** If applying for multiple permits concurrently, submit the highest number of required plan sets.

## General Requirements (1 original copy of each item is required):

- Completed variance application form
- Title report
- Proof of agency and hold harmless agreement form
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue
- Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.

## Application Requirements:

- Site plan depicting proposed and existing improvements on the property, including the following:
  - Dimensions and shape of the lot and street names
  - Location and dimensions of existing and proposed buildings including setbacks and requested variance(s)
  - Existing watercourses, sensitive areas (such as wetlands), utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

- Existing watercourses, sensitive areas (such as wetlands), utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property
- Preliminary grading plan depicting proposed and existing grades at five-foot contours, if grading is proposed in conjunction with proposed use
- Building elevations depicting requested variances

**Criteria for Approval per HMC 18.55.040:**

The review staff request that the applicant submit a letter of request and respond to the following statements by completing and attaching answers (on 8 1/2 X 11 sheets) to this checklist.

- Letter of request stating:
  - 1) 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 property, on behalf of which the application was filed, is located;
  - 2) That such 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 in the zone in which the subject property is located;
  - 3) 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 situated.