



## ZONING VARIANCE CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

- Application Fee
  - \$500.00: quasi-judicial decision – zoning, utility
- Land Use Application
- Title Report aka “Plat Certificate” (2 copies, current within **30 days of submittal**)
- Vicinity Map
- Allegations of Applicant (i.e. written responses to Zoning Variance Criteria set forth in MMC Section 22G.010.400 – **see attached form**).
- Site Plan (6 full size copies and one reduced to 11 x 17”) to include:
  - The name or title of the site plan;
  - The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1” = 20’, 1” = 30’, 1” = 40’, 1” = 50’, 1” = 60’);
  - Property lines and dimensions;
  - Location of existing streets and right-of-way;
  - Existing and proposed utilities services;
  - Location of existing and proposed driveways and parking;
  - Existing and proposed structures and setbacks;
  - The location of existing driveways;
  - All easements and uses;
  - Fire hydrant location and distance
  - Drainage channels, water courses, marshes and ponds;
  - Any regulated area such as streams, wetlands, steep slopes, or wildlife habitat; and
  - Five-foot contour lines.
- Any additional information that would prove valuable in evaluating the variance request.



## ZONING VARIANCE CRITERIA RESPONSES MMC Section 22G.010.400

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**Before any variance can be granted, the City shall make findings of fact setting forth and showing that the following circumstances exist. Please provide a response for each of the following criteria, if applicable.**

1. The strict enforcement of the provisions of this title creates an unnecessary hardship to the property owner;
2. That such variance is necessary because of the unique size, shape, topography, or location of the subject property;
3. The subject property is deprived of rights and privileges enjoyed by other properties in the vicinity and under an identical zone;
4. The need for the variance is not the result of deliberate actions of the applicant or property owner;
5. The variance does not create health and safety hazards;
6. The variance does not allow establishment of a use that is not otherwise permitted in the zone in which the proposal is located;
7. The variance does not allow the creation of lots or densities that exceed the base residential density of the zone;
8. The variance is the minimum necessary to grant relief to the applicant;
9. The variance from setback or height requirements does not infringe upon or interfere with easements;

**In granting any variance, the City may prescribe appropriate conditions and safeguards that will ensure that the purpose and intent of the Zoning Code shall not be violated. Violation of such conditions and safeguards when made part of the terms under which the variance is granted is a violation of this title and punishable under MMC Title 4.**