



City of Kenmore
 Community Development Department
 6700 NE 181st Street
 Kenmore, WA 98028

**SUBMITTAL REQUIREMENTS
 FOR ROAD STANDARDS
 VARIANCE REQUESTS**

In order to process your request, two copies of each of the applicable information from the following list shall be submitted with each road standards variance request. Your application will be screened following submittal, and if any items are missing, the application will be considered incomplete.

Variances from road or drainage standards may be granted provided that granting the variance will produce a compensating or comparable result which is in the public interest, and meet the objectives of safety, function, fire protection, and maintainability based upon sound engineering judgement.

Granting any variance which would be in conflict with other requirements of any other City of Kenmore Code will require a separate review and approval process

Items 1 through 4 apply to all road standards variance applications.

1. Variance Application Form (2 copies)

Fill out top of form and provide a description, list of applicable sections of standards, and justification which must provide descriptive reports, analysis, and calculations as necessary. Submittal of photographs is optional but can be helpful and will often expedite the review.

King County Road Standards Section 1.08

- A. Variances from these Standards may be granted by the Engineer upon evidence that such variances are in the public interest and that requirements for safety, function, fire protection, appearance and maintainability based upon sound engineering judgement are fully met. Detailed procedures for requesting variances and appealing variance decisions are contained in an administrative rule available from the City Road Engineer. Variance requests for subdivisions should be proposed at preliminary plat stage and prior to any public hearing. Variances must be approved prior to approval of the engineering plans for construction. Any anticipated variances from these Standards which do not meet the Uniform Fire Code shall also require concurrence by the King County Fire Marshall.
- B. Questions regarding interpretation of these standards may be directed to the City of Kenmore at (425) 398-8900.

2. Current Fee Payment

Road Standards Variance	\$656.00
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3. Site Plan (2 copies)

Include drawings which show the lots, road layout, site improvements, and vicinity map. Applicable engineering drawings should also be included. For road variances on short plat applications and right of way use permits submit a current assessors map with property highlighted in color.

4. Related Applications (2 copies)

Provide a list of all related applications, including the associated permit number.



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**ROAD STANDARDS
 VARIANCE REQUEST
 TO CITY ENGINEER**

Project Name:	City File No.:
Project Address/Location:	Signature:
Applicant/Design Engineer Name:	Engineering Firm Name:
Address:	Telephone:
City, State, Zip:	City Planner/Engineer:

INSTRUCTIONS TO APPLICANT/DESIGN ENGINEER: Be sure to include all plans, sketches, photos, and maps which may assist in complete review and consideration of your variance request. Failure to provide all pertinent information may result in delaying processing or denial of your request. Please submit this request and applicable fee to City of Kenmore, 6700 NE 181st Street, Kenmore, WA 98028.

REFER TO SECTION 108 OF THE KING COUNTY ROAD STANDARDS FOR VARIANCES

DESCRIPTION OF THE VARIANCE REQUEST:

APPLICABLE SECTION(S) OF STANDARDS:

JUSTIFICATION (SEE ATTACHMENTS, PAGES ____ TO ____):

AUTHORIZATION SIGNATURES:

Staff Recommendation:	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
City Road Engineer Signature:	Date:
CONDITIONS OF APPROVAL:	