



## PLANNING AND DEVELOPMENT DEPARTMENT

**Physical Address:**  
Auburn City Hall Annex  
1 E Main St, 2<sup>nd</sup> Floor  
Tel: (253) 931-3090  
Email: [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
Website: [www.auburnwa.gov](http://www.auburnwa.gov)

**Mailing Address:**  
1 East Main Street  
Auburn, WA 98001  
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## ADMINISTRATIVE VARIANCE APPLICATION

# ADMINISTRATIVE VARIANCE APPLICATIONS - INTRODUCTION (TYPE I & TYPE II DECISION)

### What is an administrative variance?

An administrative variance is process to apply for a limited exception to certain specific zoning code standards. Through an administrative variance (generally, a Type I or II decision, in accordance with ACC 14.03), the Planning Director may, when certain criteria are met, authorize up to a specific amount of relief to specific zoning dimensional standards. The dimensional standards available for relief include variances to setbacks, lot coverage, lot area, lot width, and building height. Exceptions to other zoning standards, or that allow a greater amount of relief are subject to the regular variance process through a public hearing process and decision by the Hearing Examiner (generally, a Type III decision, in accordance with ACC 14.03).

Administrative variances relating to setbacks, lot coverage, lot area, and lot width shall not exceed 25 percent of a quantifiable standard. Administrative variances relating to building height shall not exceed 50 percent of a quantifiable standard. Per ACC 18.70.010, variances and administrative variances cannot be requested for changes in land use, increases in density, or changes to previous conditions established by a surface mining permit, administrative use permit, conditional use permit, or contract rezone.

Administrative variances which are subject to specific approval criteria included in ACC 18.70.015, are processed by City staff (administratively), and are not subject to a public hearing, unless a written decision on an administrative variance is appealed to the City of Auburn Hearing Examiner.

### What does Type I & Type II refer to?

Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are typically administrative decisions made by the City which include threshold determinations under SEPA. When SEPA is required, the City issues a Notice of Application which has a public comment period.

In each case, the written decision of the Planning Director can be appealed to the Hearing Examiner and the written decision of the Hearing Examiner appealed to the Superior Court of the county in which the property is located.

### What is SEPA and when is it applicable?

Administrative variances may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, timber removal, size of building); projects that require licensing for air emissions or discharges to water; or other factors. WAC 197-11-800 provides the specific thresholds which determine whether SEPA is required. If subject to SEPA, an environmental checklist application must be submitted with the application. After the Notice of Application comment period expires, the Planning Director – who is the City's SEPA Responsible Official - issues a SEPA threshold determination (TD), or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments during the appeal period.

If the SEPA Responsible Official issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

**PLEASE NOTE:** Applicants are responsible for complying with all applicable City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**



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 SUBMITTAL DATE: \_\_\_\_\_  
 LAND USE DESIGNATION: \_\_\_\_\_

## ADMINISTRATIVE VARIANCE APPLICATION

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

### PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			AREA TO DEVELOPED (s.f.): _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	EXISTING USE OF SITE: _____
			PROPOSED USE OF SITE: _____



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**ADMINISTRATIVE VARIANCE  
APPLICATION**

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**ADMINISTRATIVE VARIANCE – LETTER OF AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_ , to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State where signed

\_\_\_\_\_  
Address



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**ADMINISTRATIVE VARIANCE  
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**ADMINISTRATIVE VARIANCE – CONCURRENT APPLICATIONS**

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions made  
by the city which are not subject  
to environmental review under  
the State Environmental Policy  
Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision

- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications  
(administrative decisions made by  
the city which include threshold  
determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications (quasi-  
judicial final decisions made  
by the hearing examiner  
following a recommendation  
by staff):**

- Conditional Use Permit

- Preliminary Plat
- Special Exceptions
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications (quasi-  
judicial decisions made by the  
city council following a  
recommendation by the hearing  
examiner):**

- Rezone (site-specific)

**OTHERS - as may apply:**

- SEPA \_\_\_\_\_
- SHORELINE EXEMPT \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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## **ADMINISTRATIVE VARIANCE – SUBMITTAL CHECKLIST**

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### ***DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS***

- Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the administrative variance application review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

### ***APPLICATION FEES - Make checks payable to the City of Auburn***

- All application fees, including, but not limited to: Administrative Variance and Public Notice Board Posting Fees. Some fees will not be invoiced until actual costs are known. Link to current year's fee schedule can be found @ <http://www.auburnwa.gov/forms>

### ***WRITTEN MATERIALS – Total of six (6) copies unless otherwise noted***

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Administrative Variance Application Submittal Checklist. **(One original and 5 copies)**
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **WRITTEN STATEMENT** addressing:
- In detail, a description of your request for an administrative variance; and
  - Why the administrative variance should be issued, relating to approval criteria listed under Auburn City Code (ACC) 18.70.015.

### ***PLANS & GRAPHICS - Total of six (6) copies unless otherwise noted***

- A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) on paper no larger than **24x36"**, at **1"=100'** or larger (**1"=50'** preferred). An index sheet of the same size is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.

**B. SITE PLAN DRAWING – GRAPHIC REPRESENTATION** The following graphic features shall be shown on the drawing:

- 1. North arrow, numeric/graphic scale, and date plan was prepared;
- 2. Boundaries and dimensions of the property;
- 3. Adjacent public streets;
- 4. Easements, existing and proposed;
- 5. Location and size of all existing and proposed utilities;
- 6. Location of building requiring variance, including setbacks;
- 7. Location of all other buildings, including setbacks;
- 8. Location and layout of off-street parking;
- 9. Location and height of fences;
- 10. Location and size of signs, if applicable;
- 11. Height of structures;
- 12. Points of access, interior streets, and driveways, existing and proposed;
- 13. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths, if applicable;
- 14. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.

**C. VICINITY MAP** A vicinity map sufficient to define the property location and boundaries.