

# VARIANCE

## *Application Checklist*

**CITY OF ROY**

216 McNaught Street POB 700 ♦ Roy, WA 98580  
Phone (253) 843-1113 ♦ FAX (253) 843-0279

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*The following materials must be submitted with your application. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the City Clerk-Treasurer at (253) 843-1113.*

### **RETURN THIS CHECKLIST WITH YOUR APPLICATION**

#### **GENERAL**

- Application Form
- Vicinity Map identifying site location, surrounding streets, north arrow, and other landmarks

#### **VARIANCE DRAWINGS**

The size of the plans is at the discretion of the applicant; however, the scale must be accurate and the content legible. Site plans should be at a scale of not less than one inch equals 50 feet, and building elevations should be drawn at a 1/8 inch or 1/4 inch scale.

- Site Plan and Building Plan – including:
  - Lot size and dimensions
  - Property lines, setbacks and yard dimensions
  - Names of adjacent roads
  - Building elevations
  - Location and dimensions of proposed and existing structures (including accessory structures)
  - Location and dimensions of proposed and existing roadways, driveways, and parking areas
  - Location, dimensions and nature of any proposed easements or dedications for utilities and access

For multiple-family residential, location and dimensions of common open space and/or recreation requirements

For commercial and industrial uses, gross area by use and parking calculations

## OPTIONAL

Perspective drawings, photographs, color renderings or other graphics which may be needed to adequately evaluate the application

## PUBLIC NOTICE

Property Listings, Map and Mailing Labels for all lots within 100 feet of the subject property for a Minor Variance, 300 feet for a Major Variance (Residential) and 500 feet for a Major Variance (Commercial). These materials shall be obtained from the Pierce County Assessor or a title company.

***A Public Notice Sign must be posted on the site for Major Variances. The Applicant will be notified when the sign is available for posting and when the required posting time is to commence.***

## FEES

Fees must be paid at the time of submittal. Fees include a \$200 nonrefundable intake fee plus a \$1,500 deposit that will be applied to city processing costs for the application. If costs exceed this deposit, the applicant will be required to provide an additional deposit to cover expected costs. If the deposit exceeds the total processing costs, the applicant will be refunded the balance remaining.

## SUBMITTAL REQUIREMENTS

The table below indicates the number of sets required at the time of submittal:

NUMBER OF SETS REQUIRED	DESCRIPTION
<b>8 (major) 5 (minor)</b>	Completed Variance Application Form Vicinity Map (with North arrow) Variance Drawings (Site Plan, Building Elevations, and other plans and materials listed RCC 11-35-10, as required). A completed environmental checklist for project subject to review under SEPA (if applicable)
<b>2</b>	Property owner listing and map showing properties required to be notified under RCC 11-6, affidavit as to the accuracy of the list and map, and property notification labels Property Ownership Verification / Free consent Statement Evidence of adequate water supply as required by RCW 19.27.097 (if applicable)