



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: permits@huntspoint-wa.gov

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

VARIANCE APPLICATION INSTRUCTIONS

Welcome to the Hunts Point variance application process which is governed by the Hunts Point Municipal Code (HPMC) Chapter 18.55. A variance is reviewed by town staff and the recommendation is provided as a part of the public record to the hearing examiner. A public hearing is then held by the hearing examiner, and a decision is rendered. A variance is the means by which property owners may be granted relief from the strict application of the provisions of the Town's Zoning Code in effect at the time the variance application is filed with the Town. To apply for a variance, please complete the following:

A PRE-APPLICATION MEETING IS NOT REQUIRED, BUT MAY BE BENEFICIAL, PRIOR TO SUBMITTAL OF A VARIANCE APPLICATION.

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](https://www.huntspoint-wa.gov)

- 1. SCHEDULE A PRE-APPLICATION MEETING.** If you decide to schedule a meeting, you will be contacted with the time and date for a Virtual Zoom Meeting. The meeting will typically be attended by the town planner. The information must be as complete as possible for the reviewer to give the designer and/or applicant constructive feedback. It is recommended that the meeting be attended by the architect/designer as well as the property owner and that drawings be submitted with general notes and project information.
- 2. READ THE TOWN OF HUNTS POINT BUILDING, ZONING, SITE DEVELOPMENT, TREE REMOVAL, AND ENVIRONMENTAL CODES THOROUGHLY.** The website is www.huntspoint-wa.gov which provides access to the rules governing projects in the Town, including the relevant International Codes and Hunts Point Municipal Code citing regulations, e.g., setbacks, height limits, gross floor area, excavating, grading, site drainage, other site development work, etc. As the applicant you are responsible for complying with all legal requirements. If the proposed project does not comply with the Zoning Code, you must apply for a variance.
- 3. DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your variance. Detailed information about these items follows.
 - A. APPLICATION FORM AND CHECKLIST:** You must complete an application and checklist for a variance. Please complete the forms by providing the information requested, answering all questions accurately and signing the application.
 - B. SITE PLAN** for the property showing the exact dimensions of the property, all existing and proposed buildings or improvements, setbacks, height restrictions, or any other information to illustrate your proposal.
 - C. SITE SURVEY:** If the Town determines that verification of site conditions is needed to establish compliance with Town regulations you may be asked to provide a site survey of the property for which the variance is sought. At a minimum the survey must be prepared by a licensed surveyor and identify the property's boundaries, structures site features, and topographic elevations to the proposed project.
 - D. TOPOGRAPHIC MAP:** When an alleged topographical hardship exists or where height is a consideration, you must submit a topographic map showing two (2) contours and a profile (cross-section) of the project site. This map must signed and dated.
 - E. PROOF OF AGENCY/HOLD HARMLESS AGREEMENT** to be submitted with your application.
 - F. PHOTOGRAPHS** may be submitted of the subject property to illustrate the variance request and reason for the request.

TOWN OF HUNTS POINT

4. CRITERIA FOR APPROVAL OF A VARIANCE (HPMC Chapter 18.55.040)

- A. The variance will not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and one in which the property, on behalf of which the application was filed, is located, and
- B. 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, and
- C. 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.

5. SUBMIT THE COMPLETED APPLICATION FORMS, PLANS and supporting documents electronically to: permits@huntspoint-wa.gov. The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bring the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.

6. After accepting your application and fees, the Deputy Clerk will process your application and documents and forward the plans through the permit tracking system to the town reviewers for review. If additional or revised information is needed to complete the plan review, the staff reviewer will notify you directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**

7. After the plan review is complete, the Deputy Clerk will notify you of the date and time of the Zoom public hearing before the Hearing Examiner. There is a fifteen (15) day posting period prior to the public hearing. The decision of the Hearing Examiner will be sent to you electronically granting or denying the variance. And shall become final upon issuance. If a complete application for a building permit is not submitted to the town by the applicant within fifteen (15) months from the date of the decision the decision shall cease to be effective.

8. Submit a copy of the variance decision when applying for a building, site development or any other permit.

9. **DESIGNATE A PROJECT CONTACT:** A project supervisor must be designated and is responsible for all construction activities and compliance with the parking plan and will serve as a 24-hour contact.

10. As the property owner and permit holder, it is your responsibility to **RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting plans and documentation, The Town retains copies of this information, but there is no guarantee that the Town will still have documentation for your project available after one year.

The information above explains the process for review and decision.



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VARIANCE CHECKLIST

A valid and complete variance checklist is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- _____ Pre-application meeting notes
- _____ Variance application form
- _____ Proof of Agency/Hold Harmless Agreement
- _____ Proof of Ownership: Deed, Title Report, Agreement or King County parcel viewer information showing ownership
- _____ 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 watercourse, sensitive areas, utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features
 - _____ Building elevations depicting requested variance(s)
- _____ Variance criteria for Approval
- _____ Fee



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PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



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ELECTRONIC PERMIT SUBMITTAL

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

INITIAL SUBMITTAL

1. All documents are to be submitted electronically to permits@huntspoint-wa.gov. Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

RESUBMITTING

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

PLANS APPROVAL

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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VARIANCE APPLICATION

FOR STAFF USE ONLY
Permit # _____
Expiration _____

ACCEPTED _____ DATE _____
DETERMINATION _____ DATE _____

Property Address _____ Lot # _____ Zone _____
Assessor's Parcel No. _____

Owner Information:

Name _____ Phone _____ Email _____
Mailing Address _____ City _____ Zip Code _____

Agent Information:

Name _____ Phone _____ Email _____
Mailing Address _____ City _____ Zip Code _____

TO BE COMPLETED BY OWNERS OF NEAREST PROPERTIES (Adjacent and across the street):

I certify that I have received the applicant's plans for a variance. I am aware that I may register my objections either in a letter to the town clerk, or at the public hearing conducted by the hearing examiner via a Zoom meeting.

Owner's Signature _____ Phone No. _____

Address _____ Email _____

Owner's Signature _____ Phone No. _____

Address _____ Email _____

Owner's Signature _____ Phone No. _____

Address _____ Email _____

TO BE COMPLETED BY OWNER OR AGENT:

I certify under penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owners(s) and that all information furnished in support of this application is true and correct. I further certify that all applicable federal, state, county, and Town of Hunts Point laws and regulations will be met.

Signature _____ Date _____ Owner _____ Agent _____



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PROOF OF AGENCY/HOLD HARMLESS AGREEMENT

Property Address _____

Permit Type _____ Permit Number _____

PROOF OF AGENCY

A proof of agency is required for the acceptance of any permit where the applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners who apply for permits on their own behalf do not need to complete this form. All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents. Each separate application must include an original, fully executed Proof of Agency/Hold Harmless.

TO BE COMPLETED BY OWNER

I, _____, as the owner of (print name of property owner or in case of corporation, LLC, LLP or partnership, company Chief Executive) the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

Signature of Property Owner/Chief Executive Date

Contact Address City State Zip Code

Phone Number Email Address

TOWN OF HUNTS POINT

TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

HOLD HARMLESS AGREEMENT

A hold harmless agreement is required for the acceptance of any permit and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept an application without an executed Hold Harmless Agreement.

TO BE COMPLETED BY OWNER

I, _____, as owner of
(print name of property owner or, in case of corporation, LLC LLP or partnership, company Chief Executive)
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspections, and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		