

Variance Checklist

A variance is governed by the Hunts Point Municipal Code (HPMC) Chapter 18.55. A variance is reviewed by town staff and their 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 which rules on the requests from departure from the development regulations contained in HPMC Title 18. A variance request can only contain requests for relief from the town's zoning regulations.

Initial Consultation – Pre-application Conference:

A pre-application conference is not required, but may be beneficial, prior to submittal of a variance application.

Submittal, Preparation and Fee:

Upon receipt of a complete application, town staff will issue a notice of application which is posted on site and posted at all of the regular posting sites maintained by the town. The application shall be accompanied by the fee as set by resolution.

Criteria for Approval per HPMC 18.55.040:

A letter of request and response to the following statements shall be submitted with your application.

- 1) The variance will not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the property, on behalf of which the application was filed, is located; and
- 2) 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
- 3) 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.

Applicable Codes:

HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)
HPMC Title 18, Zoning

Required number of plan sets is two (2).

General Requirements (1 original copy of each item is required):

- Completed variance application form;

Variance Checklist

- Completed variance application form;
- Title Report;
- Proof of agency and hold harmless agreement form;
- The applicable fee(s);
- Record Sales Tax Under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue;
- Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.

Application Requirements:

- 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); dimensions and shape of the lot and street names;
- Existing watercourse, sensitive areas (such as wetlands), utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property;
- Existing watercourse, sensitive areas (such as wetlands), utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property;
- Existing watercourse, sensitive areas (such as wetlands), utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property;
- Building elevations depicting requested variances.

Variance Application

RECORD SALES TAX UNDER #1713 Town of Hunts Point

ACCEPTED: _____ DATE: _____

DETRMINATION: _____ DATE: _____

Property Address: _____ Lot #: _____ Zone: _____

Property Legal: _____

Assessor's Parcel #: _____

Owner Information:

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

Agent Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

FOR STAFF USE ONLY
Variance #: _____
Fee: _____
Receipt #: _____

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

I certify that I have reviewed 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 in person at the hearing examiner's meeting.

Owner's Signature: _____ Phone: _____

Address: _____

Owner's Signature: _____ Phone: _____

Address: _____

Owner's Signature: _____ Phone: _____

Address: _____

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 owner(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 law and regulations will be met.

Signature: _____ Date: _____ Owner Agent



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.
Building Services Department 425.455.1834.

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 permit 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 Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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)	_____ (Email)		

To BE COMPLETED BY AGENT:

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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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 the 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, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, 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), inspection 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.**

(Signature of Property Owner/Chief Executive)

(Date)

(Contact Address)

(City)

(State)

(Zip Code)

(Phone)

(Email)



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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
Public Hearing before the Hearing Examiner	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
Miscellaneous Fees:	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
Attorney's Fees:	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
Milfoil:	Fee: \$375.00 per lot per year



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