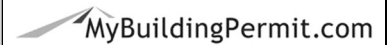


ADMINISTRATIVE VARIANCE

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Administrative Variance

INFORMATION SHEET

What is an Administrative Variance?

An administrative variance is a 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 and decision by the Hearing Examiner (generally, a Type III decision, in accordance with Chapter 14.03 ACC).

Administrative variances relating to setbacks, lot coverage, lot area, and lot width shall not exceed 25 percent of the quantifiable standard. Administrative variances relating to building height shall not exceed 50 percent of the 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.

Administrative Variance – Submittal Checklist

What is required to be uploaded to www.MyBuildingPermit.com?

- ☐ [Owner Authorization Form\(s\)](#) for all owners involved.
- ☐ **Written Statement** including 1) a description of the request for the administrative variance 2) and the project's consistency with each of the listed approval criteria listed under Auburn City Code (ACC) 18.70.015.
- ☐ **SEPA Checklist** if not categorically exempt under state and city rules, or if there will be an impact to lands designated as critical areas; the Planning Director may require a completed copy of an environmental checklist with any supporting documentation or information to address potential or known environmental impacts from the proposal.
- ☐ **Site Plan - The following graphic features shall be shown on the drawing:**
 - Vicinity Map
 - North arrow, numeric/graphic scale, and date plan was prepared;
 - Boundaries and dimensions of the property;
 - Adjacent public streets;
 - Easements, existing and proposed;
 - Location and size of all existing and proposed utilities;
 - Location of all other buildings, including setbacks;
 - Location and layout of off-street parking;
 - Location and height of fences;
 - Location and size of signs;
 - Height of structures;
 - Points of access, interior streets, driveways, and parking areas existing and proposed;
 - Location of refuse storage locations, bicycle parking areas, and pedestrian/bike paths;
 - Proposed right-of-way, dedications, and improvements;
 - Location of storm water quality/detention facilities;
 - Boundaries of development phases, if applicable; and
 - Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.
- ☐ **Vicinity Map - A vicinity map sufficient to define the property location and boundaries.**

PDF Requirements: All documents shall be submitted in unsecured and flattened PDF format. Each document shall be uploaded as a separate PDF file and clearly named by document title; common acronyms are okay (e.g., SSP – Stormwater Site Plan/Report, Geotech – Geotechnical Report, TIA – Traffic Impact Analysis/Study/Memo, CAR – Critical Areas Report).

Example: Smith Building – Prelim SSP.pdf

PLEASE NOTE: Applicants are responsible for complying with all 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.

WRITTEN STATEMENT OF DECISION CRITERIA FOR ADMINISTRATIVE VARIANCE

In a written statement please fully describe the proposal and its conformance with the following criteria as specified in ACC 18.70.015 (and provided below):

- i. That the variance, if granted, will not alter the character of the neighborhood, or be detrimental to surrounding properties in which the lot is located.
- ii. That the special circumstances and conditions associated with the variance are not a result of the actions of the applicant.
- iii. Literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.
- iv. The approval of the variance will be consistent with the purpose of this title and the zoning district in which the property is located.