



DESIGN DEVIATION APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept an application for a Design Deviation at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of the planner at the pre-application conference or prior to application submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing.

In most cases, submittals must be made in person. Contact the Department of Public Works and Community Development at 425-413-8800 for an intake appointment prior to application submittal. Submittals by mail or email will be accepted only by prior arrangement. The City is not be responsible for material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive and additional materials may be required as review proceeds.

Submittal Requirements

- A completed Master Land-Use Application, including all required signatures (three copies).
- Affidavit or letter of agency, signed by the property owner(s), for any agent(s) authorized to act on behalf of the property owner (one copy).

- Application fee: \$650, due at application in the exact amount.
- Completed Design Deviation Application Submittal Requirements checklist (three copies).
- Pre-application summary (three copies)

Note: Design Deviation applicants are required to participate in a mandatory, cost-free pre-application conference prior to preparing a submittal package.

- Written project narrative containing the following information (three copies):
 - Identification of each specific MVMC Design Guideline from which relief is sought.
 - Description of how each proposed, alternative design element deviates from a specific MVMC Design Guideline.
 - Explanation of why the Design Deviation is necessary.
- The written project narrative must include and explanation of how each proposed design deviation meets all of the following criteria for approval:
 - There are special circumstances applicable to the project site for which the design deviation is being requested; and
 - The design deviation is consistent with the overall goals of the design standards; and
 - The design deviation allows for a better design overall; and

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- The project for which a design deviation is being considered provides additional amenities and attributes that mitigate potential impacts; and
- The design deviation is consistent in all other respects with the development regulations other than Chapter 18.70 MVMC.
- Site plans, as necessary to illustrate any proposed deviation (three copies).
- Landscape plans, as necessary to illustrate any proposed deviation (three copies).

- Building elevation drawings, as necessary to illustrate any proposed deviation (three copies).
- Materials/color data sheet or board, as necessary to illustrate any proposed deviation (three copies).
- PDF copies of all documents on this checklist on a CD or flash drive.

Contact the Department of Public Works and Community Development at (425) 413-6606 for additional information or questions.

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