



SIGN VARIANCE APPLICATION

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

DEFINITION AND PURPOSE:

A variance is a request for an exception to the development standards of the Zoning Ordinance because of special circumstances (i.e., size, shape, topography of lot) when the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other similar properties. A variance may be granted to recognize characteristics of a business or property and give consideration to exceptional situations in order to eliminate hardships.

Hearing Examiner versus Administrative Process: A variance requires a public hearing and Hearing Examiner approval, unless the variance is for 20% of a standard or less, in which case a variance may be granted administratively by the City Manager or designee pursuant to SMC 16A.03.030.

SUBMITTAL:

1. Filing Fee:
 - a. See Hearing Examiner on fee schedule
2. Administrative Decision:
 - a. See Variance under Planning Division fees.

[CLICK HERE FOR FEE SCHEDULE](#)

Or find fee schedule at: www.ci.seatac.wa.us/feeschedule

3. Please submit all items listed on the attached checklist.

CONDITIONS FOR APPROVAL:

The applicant must prove that the sign variance request meets the minimum criteria below. The space is provided for applicant's answers, use additional sheets if necessary.

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

2. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and in the zone in which the subject property is situated.

3. The proposed sign shows an exceptional effort toward creating visual harmony between the signs, structures, and other features of the property through the use of a consistent design theme.

4. The special circumstances of the subject property are not the result of the actions of the applicant.

PROCEDURE FOR HEARING EXAMINER VARIANCE:

1. It will take approximately 1½ months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
2. A date will be set for a public hearing before the Hearing Examiner, and you will be notified. You will be sent a copy of the staff recommendation at least two (2) weeks prior to the hearing.
3. A “Notice Board” shall be posted on the property in conformance with Section 16.07.030 A. of the SeaTac Municipal Code Volume II. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board shall be installed on the property on or before the date the public hearing notice is published in the newspaper.
4. The Hearing Examiner’s decision is final unless appealed in writing to the Superior Court of King County within thirty (30) days of the written findings and conclusions of the Examiner.

PROCEDURE FOR ADMINISTRATIVE VARIANCE:

1. Guidelines:

The Community and Economic Development Director is authorized to grant a variance where the change does not exceed twenty percent (20 %) of the distance, area, or other measure of requirement of the City Code; provided that the requested requirement change does not reasonably involve a life/safety issue nor does it reasonably involve damage to or loss of property of any person or entity.

2. It will take approximately 3 – 5 weeks from the date of filing a complete application for the Community and Economic Development Director to review and act on the application.

3. The applicant will be notified in writing of the Community and Economic Development Director's decision.

LIMITATION OF AUTHORITY:

The Hearing Examiner may not grant a variance if:

1. Any dimensional request of the sign code is greater than fifty percent (50%) of the required dimension; or
2. The number of signs exceeds the number permitted on a site or zone classification; or
3. The general provisions of this code or any other procedural or administrative provisions of the code do not directly apply to this chapter; or
4. Violate the provisions of the sign code, which are not subject to variances or include any prohibited or illegal signs.

SIGN VARIANCE APPLICATION

File No. _____ Parcel No. _____

1. **Business Name:** _____

2. **Applicant/Property Owner(s) Information:**

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

Status: (owner, lessee, agent, etc.) _____

If more than one owner, attach additional sheet with names, addresses, contact information and signatures.

3. **Designated Contact Person (who will receive and disseminate all correspondence from the City):**

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

4. **Property:**

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

5. Use:

Existing use of property: _____

Proposed use of property (in detail): _____

Zoning Code section to be modified: _____

How does it vary from the normal requirements: _____

Changes to be made to the property: _____

Applicant's Signature

Owner's Signature

Please print name

Please print name

Date

Date

City of SeaTac SIGN VARIANCE APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community and Economic Development at 206-973-4750.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

Return this checklist with your application

<i>For Office Use Only</i>	
Date Submitted: _____	Reviewed By: _____

Part I - Plan Submittal

	<u>Applicant</u>	<u>Staff</u>
1. Application form is filled out, original and 5 copies shall be submitted.	_____	_____
2. A <i>legal description</i> of the subject property is provided.	_____	_____
3. If you are given an <i>Environmental Checklist</i> , all questions are answered and the checklist is signed. (original and 5 copies)	_____	_____
4. Sign license application (if applicable).	_____	_____
5. A check to the City of SeaTac for the filing and Environmental Checklist fees.	_____	_____

Part I - Plan Submittal

Applicant

Staff

- | | | | |
|-----|---|-------|-------|
| 6. | Six copies of all plans and the Environmental Checklist prior to any public hearings. | _____ | _____ |
| 7. | All oversized plans folded to 8 1/2" x 14". | _____ | _____ |
| 8. | One paper reduction of each oversized plan to 8 1/2" x 11". | _____ | _____ |
| 9. | County Assessor's Map(s) showing a 500' radius around edges of subject property (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac</i>). | _____ | _____ |
| 10. | A minimum of one set stamped, legal size envelopes addressed to each property owner within 500' of the subject property (see attached directions) with the return address for the City of SeaTac Community and Economic Development Department. A return address stamp is available for your use (NO METERED MAIL) . | _____ | _____ |
| 11. | A photocopy or printout of names and addresses. | _____ | _____ |
| 12. | (Six (6) completed Part II site plan checklist copies <u>must be submitted.</u>) | _____ | _____ |

(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND SIX (6) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).

Part II – Site Plan Requirements

		<u>Engineer</u>	<u>Staff</u>
1.	A dimension site plan drawn to scale showing the following:		
a.	Dimension and shape of lot with adjacent street names;	_____	_____
b.	Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;	_____	_____
c.	Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes;	_____	_____
d.	Proposed landscaping (size, species, location, planting details, and distance apart);	_____	_____
e.	Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;	_____	_____
f.	All existing trees over 8" in diameter by species, and indication of which will be saved;	_____	_____
g.	The gross floor area and parking calculations (cite applicable city code);	_____	_____
h.	Existing and finished grades at 5' contours;	_____	_____
i.	Storm drainage, sidewalks, exterior lighting;	_____	_____
j.	The location of any recreation/open space with dimensions;	_____	_____

	<u>Engineer</u>	<u>Staff</u>
k. Proposed public dedication/open space;	_____	_____
l. Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (engineering scale);	_____	_____
m. Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure;	_____	_____
n. A text describing conditions or features which cannot be adequately displayed on maps or drawings;	_____	_____
o. A description of plans for covenants, uses, and continuous maintenance provisions for the project;	_____	_____
p. Proposed phasing;	_____	_____
q. Vehicular and pedestrian circulation, and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.	_____	_____

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC:

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. The Permit Center will contact you when your labels are ready, after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

RETURN ADDRESS:

City of SeaTac
Dept. of Community and Economic Development
4800 South 188th Street
SeaTac, WA 98188-4236

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's
Name: _____

Street Address _____

City	State	Zip
------	-------	-----

Phone: _____ Alternate
Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA,
etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

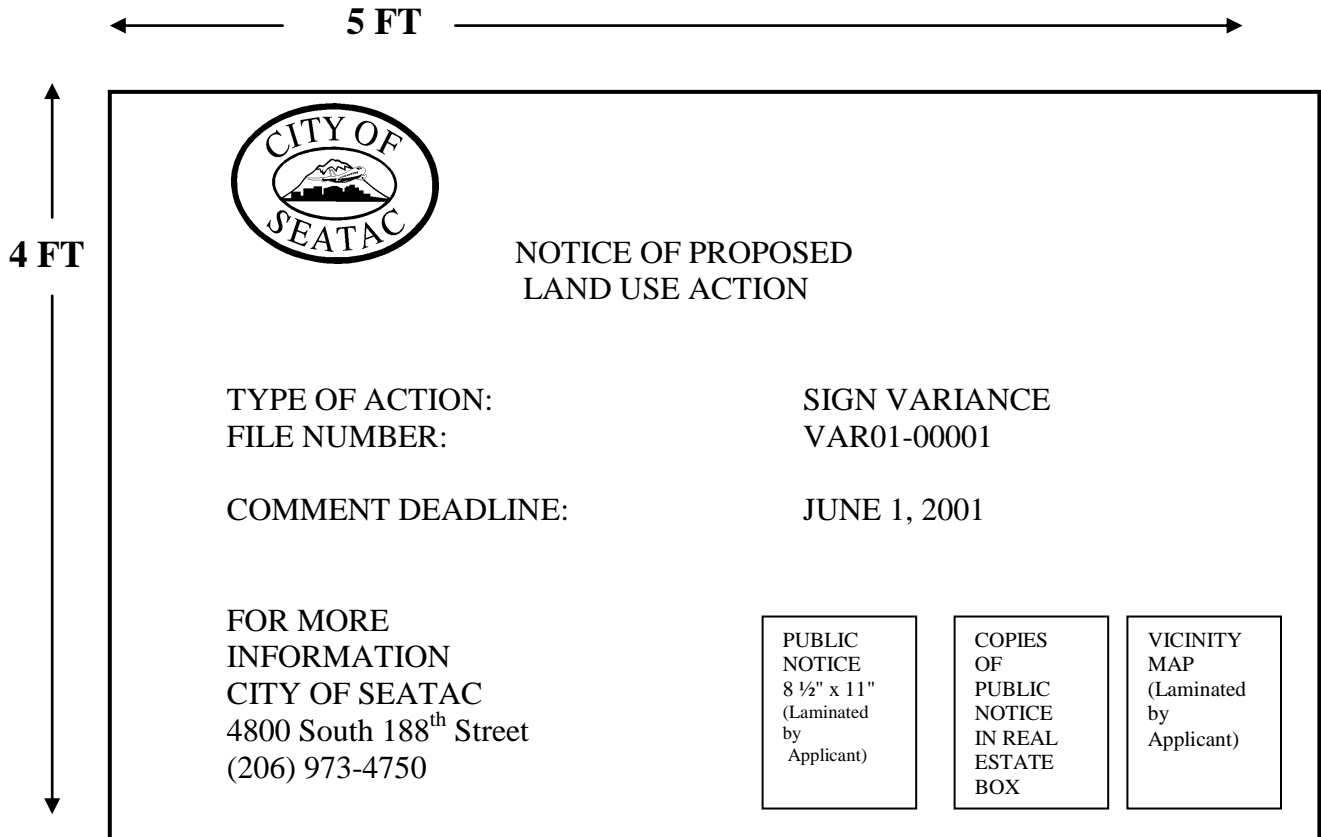
Date Completed: _____ Completed By: _____

Cost: _____ Date Paid: _____

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letter



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

