



NOISE VARIANCE SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- Permit Application**
- Submittal Fee:** \$399.00
- Variance Request:**
Applicant must provide a written description of the proposed variance request, including at minimum, an explanation addressing item C below. Included in the request, note hours of operation and duration of proposed variance. Also, include any permits associated with this proposal or site.
- Draft Notice Document/Flyer (see attached noticing template):**
Applicant must provide a draft notification document/flyer based on proposed dates, times, and contacts of the variance request.

The Municipal Code (Title 9) is located at CodePublishing.com.

Shoreline Municipal Code 9.05.080 - Variances.

- A. Variances may be granted to any person from the noise level requirements of this chapter, if findings are made by the City that compliance with such requirement cannot be achieved because of special circumstances rendering compliance unreasonable in light of economic or physical factors, encroachment upon an existing noise source, or because of non-availability of feasible technology or control methods.
- B. Any such variance, or renewal thereof, shall be granted only for the minimum time period found to be necessary under the facts and circumstances.
- C. If the variance is related to a permitted activity, variances shall be approved by the Permitting Authority. If a variance is not related to a permitted activity, variances shall be approved by the City Manager, or designee. The applicant for a variance shall supply information including, but not limited to:
 - 1. The nature and location of the noise source for which the application is made;
 - 2. The reason for which the variance is requested, including the hardship that will result to the applicant and/or the public if variance is not granted;
 - 3. The nature and intensity of noise that will occur during the period of the variance; and
 - 4. A description of interim noise control measures to be taken by the applicant to minimize noise impacts.
- D. In authorizing a variance, the city may attach any conditions deemed necessary to carry out the purpose of this chapter, including maximum noise levels, duration, and public notice requirements.
- E. The city's decision on a variance application may be appealed to the Hearing Examiner as set forth in SMC 20.30 Subchapter 4.

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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