


**King County**
**Department of Development  
and Environmental Services**

 900 Oakesdale Avenue Southwest  
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

## ROAD OR DRAINAGE VARIANCE APPLICATIONS: SUBMITTAL INSTRUCTIONS

For alternate formats, call 206-296-6600.

In order to process your request, **three (3) copies** of each of the applicable information from the following list shall be submitted with each road and/or drainage variance application. Your application will be screened following submittal, and if any of the items are missing, the application will be considered incomplete. DDES application forms and applicable submittal requirement information referenced below are online via the DDES Web site at [www.kingcounty.gov/permits/](http://www.kingcounty.gov/permits/) or by calling DDES customer service at 206-296-6600.

Variations from road or drainage standards may be granted provided that granting the variance will produce a compensating or comparable result which is in the public interest, and meet the objectives of safety, function, fire protection, and maintainability based upon sound engineering judgment.

Granting any variance that would be in conflict with the requirements of any other King County Code will require a separate review and approval process.

Items 1 through 4 apply to all road and drainage variance applications:

- 1. **Completed Variance Application Form** Fill out top of appropriate form and provide 3 copies
  - A. Description
  - B. List applicable sections of standards, and
  - C. Justification must provide descriptive reports, analysis, and calculations as necessary. Submittal of photographs is optional but can be helpful and will often expedite the review.
  
- 2. **Current Fee** Refer to the [Fee Schedule](#) online via DDES' Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) or call DDES at 206-296-6600 for more information.
  
- 3. **Site Plan** 3 copies
 

Include drawings that show the lots, road layout, site improvements, and a vicinity map. Applicable engineering drawings should also be included. For road variances on short plat applications and right-of-way use permits, submit a current assessor's map with property highlighted in color.
  
- 4. **Related Documents** 3 copies
  - A. Provide a list of all related applications, including the associated permit number.
  - B. A copy of the ordinance or DDES letter granting preliminary approval.
  - C. A copy of the conditions of approval for related permits.
  - D. A signed copy of either the Certificate of Applicant Status form OR Certificate and Transfer of Applicant Status form.

**Check out the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**