



**Applicant Statement**

As part of an application submission, the Applicant must attach a written statement that clearly states how the request meets the requirements for an appeal or a variance request, as specified in all applicable subsections of the City of Kent Zoning Code “Section 1111.03: Board of Zoning Appeals.”

**Required Submittal Materials**

All of the materials listed below must be submitted as part of the application. Incomplete applications will not be processed for review by the BZA until all required materials are provided.

- 1) One (1) completed application form;
- 2) Eight (8) copies of complete written “Applicant Statement” as specified above;
- 3) Eight (8) copies of an accurately scaled site plan that clearly identifies:
  - a.) All existing site conditions, including but not limited to, location of all structures, landscape features, and driveways; front, back and side setbacks; property boundary lines; correct streetname(s), north arrow, etc.
  - b.) Any proposed additions, alterations, expansions, new setbacks, etc.
  - c.) Clearly mark location of the conditions requiring a variance(s).

I am requesting a variance from the requirements of the City of Kent Zoning Code and understand the importance of knowing exactly where my property lines are relative to consideration of this request. As the applicant, I state that all information provided here in and attached is accurate to the best of my knowledge. I further authorize the City of Kent staff and members of the Board of Zoning Appeals to enter upon the property for which a variance(s) is being sought.

Signature:	Date:
Owner’s Signature: (required if applicant not owner)	Date:

**Additional Information**

- A \$50 application is required at the time of application submittal.
- Applications deemed incomplete, after staff review, will not be processed for consideration by the Board until all required items have been provided.
- Standard sized certified/return receipt letters will be mailed to all property owners located within 200 feet of the property requesting the variance. The cost of such mailing will be charged at the current USPS per letter rate and is the responsibility of the applicant. Mailing costs will be calculated by the City and the applicant will be informed as to when this postage fee must be paid. The mailing cost is a non-refundable fee.
- The Board meets the 3<sup>rd</sup> Monday of each month, except when that day falls on City recognized legal holiday.
- The applicant(s) and/or the applicant’s representative must attend the Board meeting in person in order to present the request and answer questions from the public and the Board regarding the project.

## KENT BOARD OF ZONING APPEALS YEAR 2024 MEETING AND DEADLINE SCHEDULE

Meeting Dates	Application Submission Deadline	Application Deemed Complete- Staff Review	E-mail Legal Ad to Paper	Notices Mailed to Property Owners/Sign Posting	Legal Ad Appears in Paper	Agenda Sent Out
01/22/24	12/13/23	12/27/23	01/04/23	01/05/24	01/07/24	01/12/24
02/19/24	01/10/24	01/24/24	01/31/24	02/02/24	02/04/24	02/09/24
03/18/24	02/07/24	02/21/24	02/28/24	03/01/24	03/03/24	03/08/24
04/15/24	03/06/24	03/20/24	03/27/24	03/29/24	03/31/24	04/05/24
05/20/24	04/10/24	04/24/24	05/01/24	05/03/24	05/05/24	05/10/24
06/17/24	05/08/24	05/22/24	05/29/24	05/31/24	06/02/24	06/07/24
07/15/24	06/05/24	06/19/24	06/26/24	06/28/24	06/30/24	07/05/24
08/19/24	07/10/24	07/24/24	07/31/24	08/02/24	08/04/24	08/09/24
09/16/24	08/07/24	08/21/24	08/28/24	08/30/24	09/01/24	09/06/24
10/21/24	09/11/24	09/25/24	10/02/24	10/04/24	10/06/24	10/11/24
11/18/24	10/09/24	10/23/24	10/30/24	11/01/24	11/03/24	11/08/24
12/16/24	11/06/24	11/20/24	11/27/24	11/29/24	12/01/24	12/06/24

- NOTES:**
- 1.) Submitting an application by the deadline does not guarantee its inclusion on the agenda.
  - 2.) Applications deemed incomplete will not be scheduled for BZA consideration until all necessary documentation is submitted.
  - 3.) Projects that are larger in scope may require additional staff review time to determine variance(s) and/or application completeness.