

REQUEST FOR DEVIATION FROM PUBLIC WORKS STANDARDS

ABOUT PUBLIC WORKS STANDARDS DEVIATIONS

Pursuant to Chapter 6, Section 6.2 of the 2016 Public Works Standards, deviations to the Public Works Standards may be authorized only upon submittal and approval of information, plans, and/or design data by the engineer which indicates that the requested deviation is:

- 1) In conformance to the intent and purpose of the Sammamish Municipal Code;
- 2) Based upon sound engineering judgment;
- 3) Fully meeting requirements for safety, environmental considerations, function, appearance, and maintainability; and
- 4) Is in the best interest of the public.

Please include all plans, sketches, photos, and maps to assist in the review and consideration of the deviation request. Failure to provide all pertinent information may result in delayed processing or denial of your request.

APPLICATION REVIEW PROCESS

Public Works Standards deviations are a Type 1 decision made by the Director. The Director must approve all deviations in writing prior to the continuation of permit review. Type 1 decisions are not appealable.

Applicants must demonstrate that they have considered and exhausted all compliant options before requesting this deviation. Additionally, it should be shown that the requested deviation comes closest to meeting 1-4 above and complies with Sammamish Public Works Standards & code.

FEES

FEES APPLICABLE TO THIS PROJECT

Public Works Standard Deviation Review

[See current fee schedule](#)

Code References

Deviations from Engineering Standards

2016 Public Works Standards
- Chapter 6, Section 6.2

Engineering Deviation Criteria
2016 Public Works Standards
- Appendix H

Questions?

For existing permit applications:
Please log-in to
MyBuildingPermit.com to
contact your reviewer

For general questions:
425-295-0634
[Email Public Works](mailto:PublicWorks@sammamish.us)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

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OWNER INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

Owner same as Applicant/Rep.

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROJECT INFORMATION

Associated Permit Number _____

Project Address: _____

Associated Applications: _____

Project Name: _____

DEVIATION REQUEST INFORMATION

Not Compliant with Sammamish Municipal Code: _____ Not Compliant with Public Works Standard: _____

General description of Deviation Request and applicable Public Works Standards:

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DEVIATION REQUEST INFORMATION (CONTINUED)

Please describe the unique circumstances that justify your deviation request.

If you need additional space, please utilize page 5.

Please provide a detailed description of the proposed deviation design.

If you need additional space, please utilize page 5.

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SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: 02 Project Narrative)

All items below must meet the minimum requirements of the 2016 Public Works Standards, Chapter 4, Submittal Requirements. All drawings, diagrams, maps, and other documentation should have clear labeling, accurate reference points, and other identification.

Staff will use the below items to review and consider your request. Vague, unclear, or difficult-to-read documents will not be reviewed and will result in a denial of the request.

- 01. Signed Application Form
- 02. Drawings
 - Scaled drawings or diagrams
- 03. Photographs
 - Photos must be in a pdf format
- 04. Calculations
- 05. Maps (as necessary)
- 06. Additional documentation (as necessary)
 - Provide additional documentation to assist with a complete review

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to a cursory review and comparison between the completed checklist and documents uploaded.

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

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DEVIATION REQUEST INFORMATION CONTINUED

Describe the unique circumstances that justify your deviation request. **(Continued)**

Please provide a detailed description of the proposed deviation design. **(Continued)**

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ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Deviation, Modification, Variances, or Waivers	Deviation
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.