



WORK HOUR VARIANCE REQUEST

COMMUNITY DEVELOPMENT DEPARTMENT

33325 8th Avenue South

Federal Way, WA 98003-6325

253-835-2607

permitcenter@federalwaywa.gov

www.federalwaywa.gov

FILE NUMBER _____ - _____ DATE _____

APPLICANT INFORMATION

NAME			PRIMARY PHONE
BUSINESS/ORGANIZATION			ALTERNATE PHONE
MAILING ADDRESS			E-MAIL
CITY	STATE	ZIP	FAX

Location of Work (for work on both public & private property; complete both sections):

☐ **Private Property (Address/Parcel #):** _____

☐ **Public Right-of-Way (Street/Cross Street):** _____

Date(s) of Proposed Work: _____

Hours of Proposed Work: _____

Description of Proposed Work & Equipment Involved: _____

Names & phone numbers of TWO contacts that will be available during proposed work hours:

1) _____ (_____) - _____ - _____

2) _____ (_____) - _____ - _____

Reason proposed work must be completed outside of regular work hours:

Provide a brief explanation of why the work will not result in substantial adverse impacts to surrounding properties:

See the second page for additional application questions.

TO BE COMPLETED BY APPLICANT

Provide a brief explanation of why the exception is necessary to avoid undue delay of project completion and/or long-term inconvenience or disruption to the public.

1) Will the following criteria be met in accordance with FWRC 19.105.040(3)?

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will written notice be mailed at least seven days in advance of the work to owners and occupants of property located within 300 feet of the project boundary? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will a notice board that includes construction hours, description of construction activities, mitigation measures, and two 24 hour project contacts for the duration of the project be posted at the project site? |

2) If answered no to above questions, explain what methods of a notice will be provided, or why a notice is not necessary.

All application materials must be submitted electronically. Please visit our website at <https://www.federalwaywa.gov/page/electronic-document-submittal> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review. Please Note: This request will not be processed unless accompanied by the payment of the application fee.

TO BE COMPLETED BY STAFF

1) Right-of-way requests reviewed by Public Works?

☐ Yes ☐ No

2) Notification Requirements Waived?

☐ Yes ☐ No

3) Conditions of Approval

☐ Yes ☐ No Conditions Attached: ☐ Yes ☐ No

In accordance with FWRC 19.105.040(2)(a), this application is hereby:

☐ Approved ☐ Denied

Community Development Director

Date