



## Planning and Development Services

### Land Use Submittal Checklist: Design Variance

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the [Electronic File Standards Tip Sheet](#) and have document file names as **listed in bold** below.

Provided	Submittal Checklist
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Free Consent Form</b>  <b>Site Plan</b> (to scale)  <b>Building Elevations</b> to scale, label north/east/south/west  <b>Written Narrative</b> (response to variance criteria)  <i>PRE Record Number (when applicable)</i> _____  <i>Other</i> _____  <i>Note: Additional information may requested by staff during Pre-Application review.</i></p>
Additional Notes	
<p>The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the <a href="#">Tipsheet Index</a>.</p> <p>For projects that require significant research, the applicant may be advised to submit a <a href="#">Pre-Application Request</a>. A Pre-Application Request or discussion of the project at the land use counter is recommended prior to submitting a design variance application.</p> <p>All permit applications must be submitted electronically: <a href="https://aca.accela.com/tacoma/">https://aca.accela.com/tacoma/</a></p> <p>An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our <a href="#">Fee Estimator Tool</a> is encouraged.</p> <p>Information regarding the time it may take for permit issuance is available on the <a href="#">Permit Timeline</a> page.</p>	

**Note: This checklist does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.**

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**  
 To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).  
 TTY or STS users please dial 711 to connect to Washington Relay Services.