



Transportation/Variance Review Application – updated September 2026

Purpose

This review application must be completed and submitted to the transportation engineer when requesting a variance to the standards set forth in the public works pre-approved plans or for a review of the transportation related analysis required by the city transportation engineer unless the analysis required is being reviewed under a SEPA or building permit.

Requirements- What do I do now?

To apply for Transportation/Variance review, please submit the following to the Public Works Department:

- The attached **Transportation/Variance** Review application
- The review fee
- The required analysis as specified by the city transportation engineer:
 - Vicinity map showing the project site
 - Address and/or tax parcel number(s) of the project
 - Site plan
 - Description of the project (ex: size, number of units, sq footage of commercial use, etc)
 - Location of the project's vehicle access points as they connect to the roadway network
 - Land Use type (in accordance with ITE)
 - Year of anticipated completion and full occupancy of the project. If the project will be completed in phases, then provide a phase program in a table format with build-out year and trip generation for each of the phases.
 - LSM, Building or SEPA permit number for the development, if any.
 - For a variance- Description of the requested variance(s), analysis and supporting data.
 - For a transportation review- the analysis and the supporting data as required by the city transportation engineer.
 - For a Level 1 transportation impact review submittal requirements, please refer to the Public Works Pre-Approved Plans Policy R-38 Transportation Impact Analyses Review (TIAR).

Unless otherwise approved by the city transportation engineer, the submitted variance and transportation analysis must be completed and stamped by a professional engineer with experience in transportation analysis.

What are the deadlines, and is there an appeals process?

The transportation/variance review must be completed prior to receiving the final building permit. There is no appeal process and the decision letter from the city transportation engineer is final.

What if I still have questions?

For more information about traffic information needed or review process or the status of your application and review, please contact Thang Nguyen, Public Works Department at (425) 587-3869, or at tnguyen@kirklandwa.gov.



CITY OF KIRKLAND
Transportation/Variance REVIEW APPLICATION

- PLEASE PRINT CLEARLY-

Site Address: _____	Case # _____
Property Tax Account Number _____	
Description of Project: # of units _____ SF _____ MF _____ sq. footage of building _____	
Office _____ Retail _____ Industrial/Manufacturing _____ Institutional _____ Mixed Use _____ Other _____	
Property Owner _____ Phone _____	
Property Owner's Address _____ City, Zip Code _____	
Contact Person _____ Phone _____	
Address _____ City, Zip Code _____	
Alt Phone _____ Fax # _____ email _____	
This application is for the review of (check all that apply):	
☐ Public Works Variance	
☐ Transportation Analysis (onsite circulation, sight distance review, level 1 transportation impact review...)	
☐ Review fee: 8 hours at current hourly rate + MBP surcharge (3.5%).	
Additional time required for review will be billed on an hourly basis.	

I have read the above information regarding requirements, expiration deadlines and appeal process. I further understand that approval under this application is not a guarantee that the City will issue a development permit or building permit.

PROPERTY OWNER: _____ DATE: _____

APPLICANT (if different from property owner): _____ DATE: _____