**Agricultural Activities and Farm-Related Business Submittal Checklist**

**For PDS Use Only**

**PROJECT FILE NUMBER:**

**PROJECT NAME:**

**Description of Business:** (Check one that applies)

- Farmers Market (SCC 30.28.036)
- Farm Product Processing (SCC 30.91F.160)
- Farm Bakery (SCC 30.91B.015)
- Farm Kitchen (SCC 30.91K.055)
- Farm Support Business (SCC 30.38.038)
- Farm Stands (SCC 30.28.039)
- Farmland Enterprises (SCC 30.28.037)

**IF NO NEW STRUCTURE OR IMPROVEMENTS ARE PROPOSED,** go directly to the Site Plan Requirements (Section C) and provide the minimum submittal requirements. In addition to items in Section C, the following is required:

1. **Change of Use Application**
2. **2 copies** of a Cover Letter describing the project, site conditions, total site acreage, total square footage of existing building(s), total number of employees, whether washing/slicing/trimming of vegetables or fruits will occur on site and whether the use of a Sani-can is proposed

**A. Forms/Fees**

1. **2 copies** of completed **Master Permit Application**
2. Chapter 30.66B **Pre-submittal Conference Review form** and required materials and fees (MANDATORY only if building is > 5000 square feet, or if your proposal is Farm Support Business or Farmland Enterprise)
3. **5 copies** of Supplemental Traffic Information (if required on Pre-Submittal Form)
4. **2 copies** of Cover Letter describing project, site conditions, total site acreage, total square feet of existing or proposed building(s), total number of employees, whether washing/slicing/trimming of vegetables or fruits will occur on site, and whether the use of a Sani-Can is proposed.
5. Completed **Grading Permit application** (if applicable) (for projects vested before September 30, 2010, or (if applicable) a **Land Disturbing Activity Permit Application** (for projects vested on or after September 30, 2010)
6. **4 copies** of **SEPA Checklist** unless exempted under Chapter 30.61 SCC
7. **Flood Hazard Application** (if applicable)
8. Shoreline Application (see Master Permit Application) or **Exemption Request** (if applicable)

**B. Plans/Reports**

9. **2 sets** Architectural/Structural plans including structural calculations, energy analysis and mechanical plans, where applicable, consisting of the following: (3 sets are required if property has or will have an espresso stand, is food-service related or on a septic system)
10. Type of building construction
11. Detailed setbacks to all buildings and property lines legibly labeled on plans
12. Use of building
13. Detailed square footage
14. Drawn to a generally accepted scale which is legible
15. **4 sets** Site Plans (9 sets if Public Works Pre-Submittal Form indicates that site plans are required)
16. **3 sets** Landscaping plans

17. For projects vested on or after September 30, 2010 or vested on or after January 22, 2016, unless exempt per SCC 30.63A.200, submit a Drainage Review Submittal Checklist / Form and the applicable stormwater site plan (See SCC 30.63A.300 and 30.63A.310 SCC for stormwater site plan thresholds). A stormwater site plan includes a stormwater pollution prevention plan (SWPPP) to control erosion. When only MR 2 (SWPPP) is required, submit the appropriate SWPPP. Please check applicable boxes:

- YES ☐ NO ☐ Exempt per SCC 30.63A.200
- YES ☐ NO ☐ Targeted stormwater site plan (MRs 1-5)
- YES ☐ NO ☐ Full stormwater site plan (MRs 1-9)

Stormwater Pollution Prevention Plan (SWPPP) (SCC 30.63A.445 and 30.63A.450) for erosion and sediment control:

- YES ☐ NO ☐ Small Project SWPPP (SCC 30.63A.810)
- YES ☐ NO ☐ Construction/Full SWPPP (SCC 30.63A.445 through 30.63A.510)

For projects vested on or after January 22, 2016 only: Limited exception from certain provisions of Minimum Requirements 1, 5 and 9 per SCC 30.63A.210 may apply.

- YES ☐ NO ☐ Project meets criteria in SCC 30.63A.210 and is therefore eligible for the exception. MS4 determination is required to verify that the project site does not drain to the MS4.

18. **3 copies** - Plans showing locations of all critical areas, buffers and setbacks; Critical Areas Studies, Mitigation Plans and Farm Conservation Plans, where applicable (Chapters 30.62, 30.62A, 30.62B & 30.62C SCC).

**C. Site Plan (Single Sheet) shall include the following:**

19. Vicinity map
20. Tax account number(s)
21. Legal description
22. North arrow
23. Date of preparation
24. All property lines with dimensions
25. Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing topos); Topos must also be shown on Civil drawings. Survey may be required if subject to Full Stormwater Site Plan.
26. Location of existing/proposed easements, access areas and utilities
27. Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
28. Proposed or existing outdoor lighting
29. Proposed sign location and square footage of sign (SCC 30.27.051)
30. Distance from Right-of-Way center line to property line
31. Access points showing arrows for ingress and egress
32. If access is to private road or via panhandle show access all the way to named public road
33. Septic tank, drain field and reserve areas (if applicable)
34. Critical areas (wetlands, streams or water bodies, areas of slopes 33% or greater, fish and wildlife habitat conservation areas [FWHCA], critical aquifer recharge areas and flood hazard areas – see Chapters 30.62A, 30.62B, 30.62C and 30.65 SCC); If none, make a note on site plan
37. Locations on site and within the specified distance from site boundaries in accordance with SCC 30.62A.130 and SCC 30.62B.130.

38. Distances to proposed or existing structures and parking areas

39. Proposed and existing parking areas (show number of stalls): One stall must be van accessible (8' wide x 20' long striped access aisle)

40. Show travel route to building

41. Show existing landscaping areas (refer to SCC 30.25.010 for terminology)

42. Show proposed landscaping areas

43. Proposed limits of any additional site disturbance (e.g., clearing, grading) not already identified