In addition to required paper copies of submittal plans and documents listed below, please provide in electronic copy of all application materials in Portable Document Format (PDF).

____ A. Master Use Permit Application (original plus 3 copies) filled out in its entirety with the notarized signatures of the applicant and owner(s) of the property.

____ B. Site Plan Sheet(s)* - 7 full size copies (minimum 18"x24"), 5 reduced size copies (11"x17") shall be drawn at a horizontal scale, which will clearly portray all of the required information. Site Plans shall include all of the following (*if required pursuant to item D, below, see supplemental URDS checklist for additional requirements):

   ____ Title Block
   ___ Date drawing was prepared or revised
   ___ Project Name
   ___ File No.
   ___ Section, Township, Range
   ___ Site street address
   ___ Tax Account number(s)
   ___ Name, address, e-mail address and phone number of the applicant
   ___ Names, addresses, e-mail addresses, and phone numbers of all individuals involved in the site plan
   ___ Legal description
   ___ Zoning classification
   ___ Comprehensive Plan Designation
   ___ Total site area (acreage and square footage)
   ___ Total number of units proposed
   ___ Minimum net density calculations pursuant to SCC 30.23.020
   ___ Total lot coverage
   ___ Average unit size (COTTAGE HOUSING PROJECTS ONLY)
   ___ Number of parking spaces provided
   ___ Amount of common and private open space provided (show calculations)
C. Required Plans/Reports

A Drainage Review Submittal Checklist / Form and Targeted or Full Stormwater Site Plan (3 copies) – Submittal Requirements including a Drainage Report (3 copies) and Stormwater Pollution Prevention Plan (SWPPP) to comply with Chapter 30.63A SCC shall be submitted.

SEPA Checklist and fee (signed original and 2 copies).

Critical Areas Study for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas their buffers 30.62A.140 SCC (3 copies).

Geotechnical Report for any development activity or action requiring a project permit proposed within; an erosion hazard area, landslide hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area, 200 feet of any faults in accordance with 30.62B.140 SCC (3 copies).

Hydrogeologic Report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity in accordance with 30.62C.140 SCC (3 copies).

Chapter 30.66B Pre-Submittal Conference Review form (white and yellow copies) and associated fee(s). Include all Traffic Studies (8 copies) and all other required data consistent with the Department of Public Works' traffic study scoping checklist, and with checklists referenced in any interlocal agreement with any other jurisdiction for which a traffic study is required.

Washington State Department of Transportation (WSDOT) and city traffic impact mitigation offers signed by the applicant. (2 Copies if applicable)

Landscape Plan (3 copies) – See supplemental landscape plan checklist for requirements.

Narrative (3 copies) – Narrative articulating the overall design and layout of the development.

Written documentation justifying the location of required parking pursuant to SCC Table 30.41G.037(1) (2 copies) (COTTAGE HOUSING PROJECTS ONLY).

D. Urban Residential Design Standards (SFDUs Only) – SFDU projects are subject to Chapter 30.23A SCC, Urban Residential Design Standards (URDS),
and shall use the supplemental URDS Checklist in conjunction with this checklist to determine minimum submittal requirements. Cottage Housing development applications submitted pursuant to Chapter 30.41G SCC are not subject to URDS.

_____ E. Building Illustrations (COTTAGE HOUSING PROJECTS ONLY) – 1 full size copy (minimum 18”x24”), 3 reduced size copies (11”x17”) shall be drawn at a horizontal scale, which will clearly portray all of the required information.

____ E Elevations for each proposed cottage floor plan (include height)
____ E Elevations for community buildings (if proposed)
____ E Elevations for detached shared garage structures (if proposed)
____ E Square footage of each cottage (separate calculations for main/ground floor)
____ E Locations and dimensions of porches
____ E Orientation of cottages to common open space (indicate primary and secondary entrances)
____ E Drawings and other graphics sufficient to indicate that the proposed building and site design promotes variety and visual interest within the development and is compatible with the character of the surrounding neighborhood

_____ F. Additional Information if concurrent construction activities are proposed.

____ F Commercial Building Permit application for vaults and retaining walls (2 copies)
____ F Land Disturbing Activity Permit application/checklist (2 copies)
____ F Structural Plans and calculations (3 sets)

_____ G. Required Fees

AUTHORITY: SCC 30.70.030 authorizes the Director of Planning and Development Services to establish and revise permit application submittal requirements. These requirements are established as shown above, and shall be on file with the Department. Due to site-specific circumstances, the Director or the Director’s designee may waive individual requirements on a case-by-case basis.