



Single Family Detached Units (SFDU) and Cottage Housing Submittal Checklist

Pursuant to Chapters 30.41F or 30.41G SCC

For PDS Use Only

PROJECT FILE NUMBER: _____

PROJECT NAME: _____

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)

- ___ Name of utility providers and school district
- ___ Sheet index
- ___ Vicinity map (include north arrow, scale, pinpoint site location, and label all roads within ½ mile of site)
- ___ North Arrow
- ___ Location of all property lines with dimensions
- ___ Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing contours). Contours must also be shown on civil construction plans.
- ___ Right-of-way dedication area to be deeded to the County (where applicable)
- ___ Location of existing/proposed easements, access areas and utilities
- ___ Setbacks from all: property lines, easements, and/or existing buildings, proposed and existing building locations
- ___ Location of proposed or existing fence, rockery and/or retaining walls
- ___ Location of proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults
- ___ Distance from right-of-way center line to property line
- ___ Location of site ingress/egress (existing and/or proposed)
- ___ Location of existing and proposed rights-of-way and drive aisles (include dimensions and street name)
- ___ Location of pedestrian facilities pursuant to SCC 30.24.080
- ___ Location of existing NGPA, NGPA/E and existing or proposed CAPAs
- ___ Location of Wetlands and fish & wildlife habitat conservation areas on or within 300 feet of the site
- ___ Location of Geologically hazardous areas on or within 200 feet of the site
- ___ Location of Aquifer recharge areas on the subject property
- ___ Location of common and private open space (include perimeter dimensions and square footage)
- ___ Location of perimeter landscaping (include dimensions and Type A or B)
- ___ Location of areas to be cleared consistent with the requirements of Chapter 30.63B SCC
- ___ Location of proposed or existing fire hydrant locations
- ___ Location and size of utility district water line (located in street)
- ___ Location of existing septic tank, drainfield and reserve areas (if applicable)
- ___ Location of proposed parking areas (inside garages, on street, off street, etc.) with individual stalls numbered consecutively, dimensions of parking stalls and supporting calculations
- ___ Location of proposed future structures (building footprints)
- ___ Building separations pursuant to SCC 30.23.300, if applicable
- ___ "No Parking-Fire Lane" signage and/or striping pursuant to SCC 30.27.010(8).
- ___ Phasing of the project, if applicable
- ___ Location and dimensions of any community buildings (COTTAGE HOUSE PROJECTS ONLY)

_____ **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.

- _____ Elevations for each proposed cottage floor plan (include height)
- _____ Elevations for community buildings (if proposed)
- _____ Elevations for detached shared garage structures (if proposed)
- _____ Square footage of each cottage (separate calculations for main/ground floor)
- _____ Locations and dimensions of porches
- _____ Orientation of cottages to common open space (indicate primary and secondary entrances)
- _____ 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.

- _____ Commercial Building Permit application for vaults and retaining walls (**2 copies**)
- _____ Land Disturbing Activity Permit application/checklist (**2 copies**)
- _____ 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.