



Submittal Checklist for Rural Cluster Subdivisions (RCS) and Short Subdivisions

Snohomish County
Planning and Development Services

I. Project Information

Project Name: _____

Zoning: _____

Comprehensive Plan
Designation: _____

PDS Use Only

Is checklist complete?

- Yes
- No, asked Applicant for missing details
- No, requires other follow up

II. Applicability

This checklist applies to **Rural Cluster Subdivision** and **Rural Cluster Short Subdivision** applications under Chapter 30.41C SCC. This checklist uses RCS (Rural Cluster Subdivision) throughout to describe both rural cluster subdivisions and short subdivisions. To submit for other types of subdivision, please utilize other submittal checklists.

Not sure if this is the correct checklist for your project?

Contact PDS [Ask Permit Tech](#) for help!

III. Electronic Plan Review Standards

All items submitted on MyBuildingPermit.com should meet the requirements in Assistance Bulletins #[111](#) (General Electronic Standards). The following specifies general requirements:

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Acceptable File Types. Submit all files in a PDF format.

File Naming. Name your documents to match the items in the following sections (e.g. Project Narrative, Site Plan, Public Notice Payment Agreement, etc.).

Site Plan Standards. All site plans must be drawn to scale using a standard scale. Each sheet shall state the scale and untitled viewports must be turned off. See Assistance Bulletin #[112](#) (Standards for Plans).

Plan Orientation. Plans must be drawn in a consistent orientation, generally in “landscape” format in the horizontal position

IV. Required and Optional Documents

Items on this checklist are **required** to determine a complete application per [SCC 30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing. *If any item is not applicable, please add “NA” within the applicant column and discuss the rationale as necessary within the narrative.*

A. Required Documents. These documents are **always required** for complete submittals. Any NAs written in this section of the checklist will result in the application not being accepted.

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Master Permit Application. This form is available at [this link](#).

Project Narrative. See the Project Narrative Checklist on page 6 for requirements, and the Project Narrative Guide on page 16 for tips.

Site Plan. At minimum, the site plan shall be a sheet (or sheets) that act as a Rural Cluster Site Plan. Additional sheets can be added to the site plan set with clear titles that describe the purpose of each sheet, such as “Landscape Plan”. See site plan checklist on page 8 for more details.

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|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary (Short) Subdivision Map. All RCS applications must be accompanied by a preliminary (short) subdivision map pursuant to Chapter 30.41A or 41B SCC. See preliminary subdivision map checklist on page 11. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Plan to comply with Chapter 30.25 SCC. You may compile this in the same plan set as the Site Plan (with appropriate sheet titles) or they can be a stand-alone sheet. See page 13 for a landscape plan checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | Open Space Management Plan. RCS applicants are required to provide a plan for the long term management of designated open space. SCC 30.41C.120 contains details on what this plan must address. Note that mybuildingpermit.com is not currently configured to accept a document with this title, so please upload it as a "Supporting Document." |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Land Disturbance Activity Plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Pre-Submittal Conference Review Form. Include the signed form provided at the Traffic Pre-Submittal Conference. The form must be signed within last 90 days. If more than 90 days has passed, contact the traffic reviewer for an updated signature. |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report / Plat Certificate. The full title report shall list all owners and encumbrances on the subject property, and provide copies of all referenced documents. The recorded documents shall be indexed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Payment Agreement. The form is available at this link |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittal Checklist. Fill out this checklist and include it with the rest of your application materials. |

B. Additional Documents. These documents may be required depending on project details.

Traffic Documents. Include all traffic documents identified during the Pre-Submittal Conference as necessary for the project. **Check all that apply.**

- | PDS | Applicant | |
|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic study. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mitigation offers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other supporting documents. |

A Transportation Demand Management (TDM) plan showing sidewalk and pedestrian connection or a written cash offer (SCC 30.66B.660(1) & DPW Rule 4228.040).

Critical Area Study / Report. Prepared by a qualified specialist to assess any streams, wetlands, or shorelines on-site or within 300 feet of the site. Must meet requirements of SCC 30.62A.130 and .140. **Pick one option.**

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Not applicable. No critical areas present.

Critical Areas and buffers already have protection in a recorded Critical Area Site Plan (CASP), Native Growth Protection Area (NGPA), or similar document. All proposed development is consistent with previously recorded protection. Provide copies of the recorded documents in lieu of a critical area study.

A Critical Area Study is required and is included in the submittal package.

Habitat Management Plan (HMP). When development activities occur on a site containing a primary association with a critical species, an HMP is required in addition to the Critical Area Study (SCC 30.62A part 400). **Pick one option.**

PDS Applicant

Not applicable. No critical species are present.

The HMP is included as part of the Critical Areas Study.

The submittal includes an HMP as a stand-alone document.

Geotechnical / Geological Report. Prepared by a qualified engineer or geologist to assess any development activity or action requiring a permit within a geologic hazard area (erosion hazard area, landslide hazard area, or geologic fault). This may also be to address engineering issues related to constructed features. **Check all that apply.**

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Not applicable. No geologic hazards are present, and/or no constructed feature requires additional engineering.

A geotechnical engineering report addressing geologic hazards is provided.

A geotechnical engineering report addressing retaining walls, soil conditions related to vaults, or other constructed features is provided.

Hydrogeological Report. See SCC 30.62C.140 for requirements. This may also be to address engineering issues related to constructed features. **Pick one option.**

PDS Applicant

Not applicable.

A hydrogeological report is provided.

Deviation Request. If requesting deviations from Snohomish County's Engineering Design and Development Standards (EDDS), include a completed [EDDS Deviation Request form](#). **Pick one option.**

PDS Applicant

Does not apply to this project.

A Deviation request is included.

An early EDDS deviation request was submitted, approved, and is attached as a Supporting Document.

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RCS Modification Letter. Rural sites may exhibit diverse characteristics reflecting unique rural character and, in the event that the applicant promotes innovative and creative design in the rural area while meeting the intent of preserving rural character, modifications to some standards required in this chapter may be requested pursuant to SCC 30.41C.150.

Landscape Modification Letter. Applicants can request landscape modifications per SCC 30.25.040.

SEPA Environmental Checklist. Preliminary subdivisions require a SEPA checklist. If your project is a preliminary short subdivision, see [SCC 30.61.035](#) and [WAC 197-11-800](#) for possible exemptions. If you need a checklist, the form is available at [this link](#).

Signing Authority. If the vested owner of the subject property is a corporation, provide documentation of signing authority on behalf of the corporation.

Plat Name Reservation. Required for preliminary subdivisions (not required for short subdivisions).

C. Optional Documents. These documents are not required for a complete submittal, although they are required for eventual approvals. Providing them at submittal may expedite the overall review and approval process.

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Preliminary Water and Sewer Availability Certificates

School District Comments

Any supporting Documents that may be helpful to explain or support the RCS submittal.

V. Project Narrative Checklist

This section provides a checklist for items that must be in a RCS project narrative. In general, the narrative is a written description of the elements of a proposal. The narrative does not need to be written in the order of the checklist items. The content of the narrative will **not be verified at submittal**, but all applicable items are requested to be included. See Appendix A: Project Narrative Guide on page 16 for an example narrative

A. Basic proposal information.

Applicant

State whether the proposal is a rural cluster subdivision or short subdivision.

List residential housing type(s) proposed (single-family or duplex).

State the number of proposed lots, tracts, and dwelling units.

State the existing zoning, and proposed zoning if a rezone is concurrently requested.

State the comprehensive plan designation of the site and if the subject property is within the Rural / Urban Transition Area (R/UTA).

Describe any unique elements, such as if setbacks are proposed to be reduced, existing building on-site are proposed to remain, or if there are limitations on height based on, for instance, the property's location within the Airport Compatibility Area.

- A description of how the proposal is consistent with SCC 30.41C.010 and 30.41C.050. The narrative shall also describe how the proposal makes appropriate provisions for the public health, safety, and general welfare; for open spaces, drainage ways, streets, other public ways and safe walking conditions; potable water supplies; sanitary wastes; recreation; fire protection; and other public facilities, if any.
- Describe any special circumstances or known exemptions that may impact the permit process.
- State if the applicant is requesting concurrent review of permits such as the preliminary rural cluster subdivision and variance.
- Describe the water source. The proposal shall draw water supply from a public water utility when one is available within one-quarter mile of the project site as measured along the existing right-of-way and the water utility is willing and able to provide service to the property at the time of preliminary approval (SCC 30.41C.070(3)(e).
- Provide a list of documents/reports included in the submittal.

B. Access and Road Network (Chapter 30.24 SCC).

Applicant

- Describe the proposed or existing internal road network elements that will provide access to each lot, as well as how the pedestrian facilities will be separated pursuant to SCC 30.41C.080(6).

C. Landscaping (Chapter 30.25 SCC).

Applicant

- Describe compliance with landscaping provisions in Chapters 30.25 and 30.41C SCC that will not be readily apparent on the landscaping plan, including landscaping for stormwater flow control or treatment facilities.

D. Parking (Chapter 30.26 SCC).

Applicant

- Describe where the required parking spaces will be located, and state the total number of parking spaces proposed.

VI. RCS Site Plan Checklist

This section provides a checklist for items that must be on a RCS site plan. The site plan must be complete for PDS to accept the project application for review. The RCS site plan can be composed of one sheet or multiple sheets. If providing a plan set, please number and title each sheet to indicate that it is a part of a set.

A. Items required on *all plan sheets*

PDS	Applicant	
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|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Project name. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project file number (or placeholder for one when assigned) |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title, such as "RCS Site Plan" or "Existing Conditions" |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, Range. |
| <input type="checkbox"/> | <input type="checkbox"/> | Graphic Engineer's scale clearly indicated on plan view (turn off all untitled viewports so that PDS can confirm the scale). |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legend of displayed layers and line widths not identified otherwise on the plan. |

B. Cover Sheet. The cover sheet can be combined with other sheet(s) if all information is clear and legible. The majority of the information listed below should be provided textually on the plan sheet. This could be accomplished, for instance, within a table. It is important to note that much of this information is also required to be graphically displayed. For instance, the cover sheet must list the required and proposed on-site recreation space amounts, and the proposed conditions sheet should graphically display where the proposed on-site recreation space will be located.

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| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax account number(s) of the subject property and adjacent properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) of the subject tax parcel(s). |

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| <input type="checkbox"/> | <input type="checkbox"/> | Sheet index (if submitting a plan set). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive plan designation of the site, and the designation of surrounding properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning designation of the site (existing and proposed if applying for concurrent rezone), and the zoning of surrounding properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility providers. |
| <input type="checkbox"/> | <input type="checkbox"/> | School District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total site area (acreage and square footage). |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot yield calculation and total number of lots and dwelling units proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Maximum lot coverage allowed per SCC 30.41C.130, and proposed lot coverage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum lot size proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | The amount of open space required and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Front (structure and covered parking), side, and rear setbacks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of parking spaces required and proposed (give separate figures for resident and guest parking). |

C. Existing Conditions Sheet. Graphical information to be displayed. SCC 30.41C.040(3) also requires that, the site plan depict how the existing character-defining features (identified pursuant to SCC 30.41C.040(2)(a) through (c)) will be maintained or enhanced by the proposed development.

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| <input type="checkbox"/> | <input type="checkbox"/> | Subject project boundaries and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Display and label all existing buildings, fences, rockeries, driveways, septic tanks, drainfields, etc. Add a "TBR" to any feature that will be removed |

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| <input type="checkbox"/> | <input type="checkbox"/> | Existing topography at contour intervals of five feet or less. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label existing adjacent public roads, and the distance from the right-of-way centerline to front property line(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any known encroachments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing fire hydrants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Natural features that distinguish the site or are characteristic of the area. |
| <input type="checkbox"/> | <input type="checkbox"/> | The location of existing vegetation and open space. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing structures and landscapes, including buildings, rock walls, fences, storage tanks, and areas of cultivation and plantings typical of rural settlement, such as windbreaks, hedgerows, orchards and agricultural fields;. |
| <input type="checkbox"/> | <input type="checkbox"/> | Uses on adjacent properties, including locations of dwellings. |
| <input type="checkbox"/> | <input type="checkbox"/> | The location and the approximate size of designated natural resource lands on the project site and on properties adjacent to it. |

4. *Proposed Conditions Sheet.* Graphical information to be displayed.

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| <input type="checkbox"/> | <input type="checkbox"/> | Proposed lots including lot lines and dimensions, total lot square footage, and lot numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed tracts including tract lines and dimensions, total tract square footage, tract numbers, and their intended use such as "Open Space" or "CAPA". |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed road network elements with dimensions and labeled as private or public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-way area(s) to be dedicated or deeded to the county. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed frontage improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of gates and pedestrian pathways (see SCC 30.41C.080). |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveways to each lot. |

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| <input type="checkbox"/> | <input type="checkbox"/> | The approximate location of the building footprint on each lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Setback lines within each proposed lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | A landscape plan showing areas where existing vegetation will be retained and demonstrating compliance with SCC 30.25.033. |
| <input type="checkbox"/> | <input type="checkbox"/> | Undisturbed restricted open space tracts under SCC 30.41C.090(2)(d). |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas where structures and landscapes identified pursuant to SCC 30.41C.040(2)(c) will be retained. |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearing limits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of wetlands and fish wildlife habitat conservation areas and their buffers on or within 300 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of geologically hazardous areas on or within 200 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing or proposed CAPA (including existing NGPA). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed fire hydrant(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed utilities/water lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project phasing, if applicable. |

VI. Preliminary Subdivision or Short Subdivision Map

This section provides a checklist for items that must be on a preliminary (short) subdivision map. Similar to the site plan, the preliminary (short) subdivision map can be one sheet if all required information is legible, or multiple sheets with clear titles. The applicant may also combine the preliminary (short) subdivision map and RCS site plan if all required features for both plans are present. Textual information listed below can primarily be provided within a text box or table, while graphical information should be displayed within the map of the proposed development.

Preliminary Subdivision or Short Subdivision Map. All sheets must be prepared by, and bear the seal and signature of a registered professional land surveyor.

A. Textual Information.

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Project name and project file number (or placeholder for one when assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title such as "Preliminary Subdivision Map" |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, and Range. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax account number(s) of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) of the subject tax parcel(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of water supplier and sewage disposal purveyor(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire District. |
| <input type="checkbox"/> | <input type="checkbox"/> | School District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning (existing and proposed if applying for a rezone). |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed land use including if duplexes are proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross square footage and acreage of the subject property, proposed number of lots, and average lot size. |
| <input type="checkbox"/> | <input type="checkbox"/> | The total square footage of the open space, and its percentage of the gross site. |
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B. Graphical Information to be shown on the map.

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| <input type="checkbox"/> | <input type="checkbox"/> | The boundary lines and dimensions of the external boundaries. |
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- The proposed boundary lines and dimension for each proposed lot and tract. Indicate use of any tracts.
- Consecutive numbering for all lots, separate from consecutively numbered tracts.
- The development status of contiguous land, including identification of any adjacent subdivisions and short subdivisions.
- A vicinity map.
- The location, or notation, of the nearest fire hydrant, if applicable.
- Existing contour lines with intervals sufficient to show drainage, slopes and road grades and within the subdivision and within 50 feet of the external boundary lines. The contour intervals shall be two or five feet. All contours shall be referenced.
- The names, locations, and widths of all existing streets, road rights-of-way, easements, other public ways, railroad rights-of-way and utilities on-site and within 50 feet of the external lot lines with right-of-way centerlines.
- The layout and widths of all proposed roads, rights-of-way, and easement lines within the subdivision.
- Location and width of pedestrian facilities.
- All critical areas on-site or within 300 feet of the site, geologically hazardous areas on or within 200 feet, any base flood elevation data, when located in whole or in part within a flood hazard area, and any aquifer recharge areas on the property. Applicable buffers should be in critical area protection areas (CAPA).
- Any zoning boundary lines on or near the subject property.
- A centerline profile of all proposed public and private road(s) and/or shared driveways. This could be provided separately on the stormwater site plan.

VII. Landscaping Plans

This section provides a checklist for items that must be on the landscaping plans for a RCS.

Landscaping Plans to comply with Chapters 30.25 and 30.41C SCC, such as SCC 30.25.033, SCC 30.41C.040, SCC 30.41C.050, and SCC 30.41C.075. You may compile these in the same plan set as the other plans (but label as appropriate) or they can be a stand-alone plan.

A. General Information.

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Project name and project file number (or placeholder for one when assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title, such as "Landscape Plan." |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, and Range |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Account number(s) of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and credentials of the qualified landscape designer who prepared plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | An irrigation plan if irrigation is necessary or note indicating that proposed species do not require irrigation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearing limits consistent with proposed or future land disturbing activities plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of on-site recreation space and the facilities for passive recreation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all proposed plantings, including street trees. All proposed trees except for street trees must be planted a minimum of 5 feet from external subject property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of trees to be retained and associated tree protective fencing. |
| <input type="checkbox"/> | <input type="checkbox"/> | If applicable, stormwater detention facility landscaping per SCC 30.25.023, parking lot landscaping per SCC 30.25.022. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations of open space tracts and their intended use. |
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B. Planting Information

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Plant key that includes species, quantity, height at planting, diameter at planting, 20 year tree canopy, and total canopy of all proposed trees. Evergreen trees must be a minimum of 8 feet in height at planting, and deciduous trees must have 1 ½ -inch caliper (DBH) for balled stock at the time of planting. A plant key shall also be provided for shrubs. Trees and shrubs must be two-thirds evergreen species

IX. Filing Fees

PDS will calculate fees due after receiving your application. Payment of fees is part of filing a complete project application.

X. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) 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 or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.

Appendix A: Project Narrative Guide

Project narratives help PDS understand the proposal. Narratives include key facts and describe choices made by the Applicant when there is more than one way to comply with requirements. It is also a chance for an applicant to explain special circumstances.

Example Project Narrative.

Basic Project Information: Orchard Acres is a proposal for a six-lot rural cluster subdivision that will have two commonly owned tracts. 18.9-acre site (823,284 square feet) consists of parcels 01234567890100 and 01234567890101. The size and surrounding properties have R-5 zoning and the comprehensive plan designation is Rural Residential Basic. The existing homes and outbuildings will be demolished. Most of the area to be developed is homes and lawn/pasture. Only about 2,000 board feet of timber will be harvested, so no Forest Practice Permit is necessary and the project is therefore exempt from SEPA. Water will be provided by the City of Marysville's municipal system. While access is proposed via a private road, this road will not be gated.

Rural Cluster Site Plan / Preliminary Subdivision: 12.8 acres, or 65%, of the site will be persevered in open space Tract 999. This increases the density bonus sufficiently to allow six lots, which will be clustered on western end of property. The six lots will occupy a total 5.5 acres and the private road, Tract 998, is 0.6 acre in size. The smallest lot will be 30,000 square feet and the largest will be 43,560 sq ft. An existing stream and associated wetlands will be protected in the common open space. A critical area study has been provided. Most of the site is currently pasture, including some of the critical area buffers.

Landscaping: Existing vegetation will be retained in the required perimeter screening and will be augmented with additional vegetation for screening where currently only grass exists. An existing orchard on the southeast portion of the site will be retained for visual screening; however, since many of the trees are in poor condition, new fruit trees will be planted to maintain the existing rural orchard character. This means that the standard new plantings of 2/3 evergreen trees will not be achieved, instead we are relying on SCC 30.25.033(5)(a)(ii) which allows naturalized vegetation typical of rural areas rather than the prescriptive planting requirements. Pasture areas of wetland and stream buffers will be enhanced through native plantings. Bioswales for stormwater control will be planted as shown on Detail 2 of the landscaping plans.

Access and Road Network: A new private road connecting to Acacia Avenue will provide access to new lots. Frontage improvements on Acacia Avenue will include a new 8-foot paved shoulder and relocation to two power poles. Due to the length of the new private road, a pedestrian connection to Acacia Avenue is required. This will be provided via a 5-foot pedestrian path separated from the private road by a 5-foot landscaping strip.

Submitted with this application: [List of documents provided]