



# Land Use Permit Submittal Checklist

**REZONE, VARIANCE (TYPE II), CONDITIONAL USE, SPECIAL USE,  
OFFICIAL SITE PLANS and ALL SHORELINE APPLICATIONS**

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

**NOTE:** For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**NOTE:** For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**See Section G** for any permit-specific information and/or requirements.

\_\_\_\_\_ **A. Master Use Permit Application (Original plus 24 copies)** filled out in its entirety with the notarized signatures of the applicant and owner(s) of the property.

\_\_\_\_\_ **B. Site Plans - 5 full size copies** (minimum size: 18"x24"), **20 reduced size copies** (11"x17") **for a total of 25 copies:** shall be drawn at a horizontal scale, which will clearly portray all of the required information. The maps shall be folded to have a maximum dimension of 9"x13" and the title block will be prominently visible when so folded. **Site Plans** shall include all of the following:

- \_\_\_\_\_ 1. Site boundary and property dimensions; north arrow
- \_\_\_\_\_ 2. Contour lines of existing topography, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and roads on site and within 50 feet of the external boundary lines. The contour intervals shall be 2 or 5 feet. All contours shall be referenced to mean sea level (**NGVD 1929 datum**), unless a local vertical datum is allowed by PDS Rule 3006. A benchmark together with its location and elevation shall be identified;
- \_\_\_\_\_ 3. Dimensions and locations of all structures which will be maintained, removed or proposed;
- \_\_\_\_\_ 4. Location of existing and proposed utilities, such as water, sewer, electricity, gas, septic tanks and drain fields;
- \_\_\_\_\_ 5. Location (or notation) of nearest fire hydrant if the subject property is served, or will be served, by a water purveyor (*not required for Shoreline Permits*);
- \_\_\_\_\_ 6. Existing and proposed ditches, streams and drainage courses;
- \_\_\_\_\_ 7. Are there critical areas on or within 300 feet of the proposed development?  
 Yes  No If yes:
  - a) Identify any critical areas as defined in Chapters 30.62A, 30.62B and 30.62C SCC;

- b) Identify the location of all proposed buffers and setbacks;
  - c) Identify any existing NGPA, NGPA/E, and proposed Critical Area Protection Areas (CAPA).
- \_\_\_\_\_ 8. Location of public and private rights-of-way;
  - \_\_\_\_\_ 9. Source, composition, and approximate volume of fill materials. Indicate Fill totals on Site Plan.
  - \_\_\_\_\_ 10. Composition and approximate volume of any extracted materials and proposed disposal areas. Show Cut totals on Site Plan. *(Not required for applications for the Excavation and Processing of Minerals)*
  - \_\_\_\_\_ 11. Square footage of existing impervious surface, and proposed new, replaced, or new plus replaced impervious surface.

\_\_\_\_\_ **C. Shoreline Management Site Plans - Additional requirements**

- 1. Ordinary high water mark;
- 2. Provide existing and proposed contours at 5 foot intervals for development water ward of the ordinary high water mark;
- 3. Provide existing and proposed contours at 10 foot intervals for development landward of the ordinary high water mark;
- 4. Typical cross section(s) showing existing and proposed ground elevations, and height of existing and proposed structures;
- 5. Shoreline designation according to the Shoreline Management Master Program;

\_\_\_\_\_ **D. Drainage Review Submittal Checklist and Form and required Stormwater Site Plan (Targeted or Full) including a Stormwater Pollution Prevention Plan in accordance with Chapter 30.63A SCC.** If a project is exempt from Chapter 30.63A SCC, except for compliance with MR 2 Stormwater Pollution Prevention Plan is required, the applicable SWPPP (small project or full construction SWPPP) must be submitted with the Drainage Review Submittal Checklist and Form.

\_\_\_\_\_ **E. Vicinity Map**

A vicinity map, preferably located in the upper right-hand corner of the site plan, clearly identifying the location of the property at a scale of not less than one inch to two thousand feet (1" = 2,000') and including municipal boundaries, township and section lines, major roads, railroad and transmission rights-of-way, rivers, streams and lakes and **indication of the scale used**. For rezone or shoreline applications, identify the general nature of land uses contiguous to the development site in all directions (e.g., residential to the south, commercial to the north, etc.).

\_\_\_\_\_ **F. Supporting documents and required fees**

- \_\_\_\_\_ 1. A detailed written description of the proposal including approximate dates of construction initiation and completion. Include any additional materials to ascertain compliance with applicable code provisions. **(25 copies)**.
- \_\_\_\_\_ 2. SEPA checklist **(signed original and 19 copies)** and SEPA review fee. If the lead agency is not the county, the applicant shall submit a completed SEPA checklist **(19 copies)** and any supporting documents to include the SEPA threshold determination if completed by lead agency at the time of application.

- \_\_\_\_\_ 3. **One** copy of the legal description in a format which complies with State Recording requirements. (*Not required for Shoreline applications*)
- \_\_\_\_\_ 4. Are any critical areas being disturbed?  Yes  No If yes:
- \_\_\_\_\_ 4A. A critical area study (**5 copies**) for any development activity or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).
- \_\_\_\_\_ 4B. A geotechnical report (**5 copies**) for any development activity or action requiring a project permit proposed within an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140).
- \_\_\_\_\_ 4C. A hydrogeologic report (**5 copies**) 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 (SCC 30.62C.140).
- \_\_\_\_\_ 5A. Chapter 30.66B SCC Pre-Submittal Conference Review form (white and yellow copies) and associated fee(s). Include all Traffic Studies (**7 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. *Please consult PDS' Traffic Reviewer for applicability to your permit-type.*
- \_\_\_\_\_ 5B. If applicable, and checked on the Chapter 30.66B SCC Pre-Submittal Conference Review form, the Washington State Department of Transportation (WSDOT) traffic impact mitigation offer signed by the applicant.
- \_\_\_\_\_ 6. Required Land Use Permit filing fees.

#### **G. Permit-Specific Information:**

**Rezones:** The vicinity map shall identify zoning and land uses adjacent to the proposed rezone. Rezones with Official Site Development Plans are advised to use the site plan criteria on the minimum submittal requirements checklist for Commercial Building Permit applications.

**For stand-alone rezones** (not accompanied by another permit or approval), item B7 is not required. [SCC 30.62A.010(2)(a)(viii)]

**Administrative Conditional Use (ACU) for Expansion of a Non-conforming Structure or Use:** The description of the proposal as required in F1 should include detailed historical information regarding non-conforming rights including the date of non-conformance; area of site used and size of building(s) at that time; date and size of all building expansions; and description of property acquisitions/transfers since date of non-conformance.

**Conditional Use Permits (CUP):** Typical cross-section(s) showing existing ground and building elevations, proposed ground and building elevations, and the height of existing and proposed structures may be required due to compatibility issues pursuant to SCC 30.42C.100.

**CUP for Excavation and Processing of Minerals:** Please see additional requirements in the Supplemental Checklist for the Excavation and Processing of Minerals

**CUP for Off-Road Vehicle Use Area:** Please see additional requirements in the Supplemental Checklist for Off-Road Vehicle Use Areas

**CUP for Motocross Racetracks:** Please see Additional Requirements in the Supplemental Checklist for Motocross Racetracks

**CUP within Airport Compatibility Area:** A detailed site plan, materials indicating proximity to airport features, or other materials may be required if type of use identified in SCC 30.32E.070(1) and located within Airport Compatibility Area, pursuant to SCC 30.32E.070.

**Administrative Variances: Do not use this Checklist.** See Administrative Variance Submittal Checklist.

**Variances (requiring Public Hearing):** Variance Criteria Sheet Supplement A is required to be completed and submitted (**10 copies**).

**Special Use Permit for Community Facilities for Juveniles:** Applications for Special Use Permits – Community Facilities for Juveniles shall also include the information necessary to verify compliance with Section 30.28.025 SCC. See also Development Bulletin #62 for additional information.

**Linear Projects:** Site plans usually will be on more than one sheet. They must show all public and private rights-of-way, road widths, approximate centerline, edge of pavement, right-of-way edge (both improved and unimproved), all underground utility locations, locations of start and end stations, construction staging pad areas, and construction site access and/or construction easement locations (whether they are public, private, temporary or permanent).

**Official Site Development Plan** for residential and commercial development: See the site plan criteria on the minimum submittal requirements checklist for Commercial Building Permit applications. For detached single-family communities, Chapter 30.41F SCC, use the SFDU Submittal Checklist.

If subject to SCC 30.23A Urban Residential Design Standards, see the supplemental URDS checklist for additional requirements.

**Landscape plan** (if applicable) – See supplemental landscape plan checklist for requirements (**10 copies**).

**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.