

Code Interpretation Submittal Checklist



I. Project Information

Original Project Name _____

Original Project File Number _____

PDS Use Only

Is checklist complete?

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

II. Applicability

This checklist applies to **code interpretation** applications pursuant to Chapter 30.83 of Snohomish County Code (SCC). Code interpretations can be submitted to clarify ambiguous provisions of the code applied to a specific project; determine nonconforming rights; determine whether a use is allowed in a particular zone; and to interpret the meaning of terms.

Multiple review cycles will not occur with code interpretation requests. Please provide any and all documentation at first submittal.

Any person may request a code interpretation, except only an applicant for a project may request an interpretation relating to that specific project. If you have not discussed your code interpretation request with PDS staff before this point, please do so now to ensure the most efficient review possible.

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:

PDS **Applicant**

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, Landscape Plan, 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 code interpretation submittals. Any NAs written in this section of the checklist will result in the application not being accepted.

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Project Narrative. See the Project Narrative Checklist on page 3 for requirements, in general the narrative should describe the request and provide any applicable background information (per SCC 30.83.020).

PDS Staff Member. Please list who you have spoken to about this code interpretation at PDS: _____

Submittal Checklist. Fill out this checklist and include it with the rest of your application materials submitted to mybuildingpermit.com.

B. Additional Documents. These documents are sometimes required depending on the type of code interpretation requested.

Applicant

Supplemental Documents. Multiple review cycles will not occur with code interpretation requests. Please provide any and all documentation at first submittal that help to explain the situation or the question, or are necessary as evidence supporting a certain interpretation.

Non-Conforming Rights Documentation. If the code interpretation is to determine a nonconforming right, it is the applicant's responsibility to submit objective evidence of the lawful existence and continued use of the activity or structure by providing the following types of information, including but not limited to, documentation of the date that the use/activity commenced, date(s) the structure(s) were built and evidence of continuous operation for each successive year. This could be, for instance, certificates of occupancy, deeds applicable to the property, land use permits, dated photographs, licensing documents, and county appraisal data.

Site Plan. If the code interpretation pertains to a specific project or property, provide a site plan displaying any existing and/or proposed elements. This will help provide context to the written explanation within the narrative. The site plan must be made to scale, display all property lines and dimensions, include a north arrow, and any other information pertinent to describe any circumstances or clarify the request.

V. Project Narrative Checklist

This section provides a checklist for items that must be in a code interpretation project narrative. In general, the narrative is a written explanation of the code interpretation request with details as necessary related to SCC 30.83.010. 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.

C. Basic proposal information for all code interpretation project narratives.

Applicant

State the intended purpose of the code interpretation request. Is it to a) clarify ambiguous provisions of the code applied to a specific project; b) to determine nonconforming rights; c) to determine whether a use is allowed in a particular zone; or d) to interpret the meaning of a term(s).

Is the request a separate application or in conjunction with an underlying application?

- State the code section(s) that requires interpretation, and/or the involved project file number and parcel number(s).
- Explain why an interpretation is necessary.
- Describe the requester's interpretation of how the code should be applied, and provide all reasons in support of the proposed interpretation.
- Describe all documents provided in support of a proposed interpretation. For instance, if the code interpretation is requested to determine nonconforming rights, provide historical records on when the structure or use in question began and a discussion of the requirements at that time.

VI. Filing Fees

PDS will calculate fees due after receiving your application pursuant to Chapter 30.86 SCC. Payment of fees is part of filing a complete project application.

VII. 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.