

## Land Use Submittal Requirements

Submittal Requirements (All submittals must also be in electronic format)	Annexation Intent	Annexation Petition	Appeal	Binding Site Plan (General)	Binding Site Plan (Specific)	Comprehensive Plan Amendment	Conditional Use Permit	Final Plat	Land Disturbance	Lot Line Adjustment	Preliminary Plat
<b>General Application:</b>											
Master application form (Land Use Only)	1	1	1	1	1	1	1	1	1	1	1
Application form	1	1	1	1	1	1	1	1	1	1	1
Fee Responsibility Form	1	1	1	1	1	1	1	1	1	1	1
Project narrative	1	1	1	1	1	1	1	1	1	1	1
Review fee(s)	1	1	1	1	1	1	1	1	1	1	1
Owner Consent Form	1	1	1	1	1	1	1	1	1	1	1
<b>Site /Building Plans:</b>											
Site Plan (24" x 36")	2	2		2	2	2	2	3	2	2	5
Reduced Site Plan (min. 11"x17")	1	1		10	10	1	1	1	1	1	1
Site Plan (Electronic)				1	1	1	1	1	1	1	1
Building elevations/floor plans							2				
Reduced Building Elevations/Floor Plans (min. 11x17)				10	10		1				
Record of survey	1	1		1		1	1	1	1	1	1
Landscaping plan (24" x 36")				2	2		1	1			1
Reduced landscaping plan (min. 11x17)				1	1		1	1			1
Plat Map				1	1		1	1	1	1	1
<b>Civil/ Engineering:</b>											
Grading & Clearing plan(s)									2		
Drainage calculations/Study									2		
Road and Drainage Plans									2		
TESCP (erosion control)									2		
Topography (existing and proposed)				2	2				2		
Traffic study				*	*	*	*				*
Water/Sewer/Utility plans									2		
<b>Environmental:</b>											
SEPA checklist				*	*	*	*				
Preliminary Stormwater Report				1	1	1	1		2		1
Wetland Report				*	*		*		*		*
<b>Other:</b>											
C.C. & R.s				1	1			1			
LLA affidavit										1	
Petition Statement		1									
List of Property Owners in Area	1	1									
Title certificate (< 30 days old)	1	1		1			1	1		1	1
Neighborhood Meeting Minutes	1										
<b>Before Final Certificate of Occupancy:</b>											
Deeds/Conveyances/Easements				1	1			1	1	1	1
As-constructed plans reproducible								2	2	2	2
Reduced as-constructed plans								1	1	1	1
As-constructed electronic (CAD format, etc.)					1			1	1	1	1
Sureties and bonds (performance and/or maintenance)								1	1		1

\*TBD by Community Development

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Submittal Requirements (All submittals must also be in electronic format)	Planned Unit Development	Plat Amendment	Rezone (Zone Change)	SEPA	Shoreline (Substantial, Exemption or Variance)	Short Plat	Site Plan Review	Informal Technical Review Committee (Pre-App)	Variance	Zoning Text Amendment	Building Permit	Mechanical Permit	Plumbing Permit	Fire Marshal Permit
<b>General Application:</b>														
Master application form (Land Use Only)	1	1	1	1	1	1	1	1	1	1				
Application form	1	1	1		1	1	1	1	1	1	1	1	1	1
Fee Responsibility Form	1	1	1	1	1	1	1	1	1	1				
Project narrative	1	1	1	1	1	1	1	1	1	1				
Review fee(s)	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Owner Consent Form	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Site /Building Plans:</b>														
Site Plan (24" x 36")	5	2	2	2	2	2	3	1	2	2				
Reduced Site Plan (min. 11x17)	1	1	1	3	1	1	10		1	1				
Site Plan (Electronic)	1	1	1	1	1	1	1	1	1	1				
Building Plans including building elevations/floor plans							2				2**			2**
Reduced Building Elevations/Floor Plans (min. 11x17)							1							
Record of survey	1	1	1			1	1		1	1				
Landscaping plan (24" x 36")	1	1				1	1							
Reduced landscaping plan (min. 11x17)	1	1				1	1							
Plat Map	2					1	1		1	1				
<b>Civil/ Engineering:</b>														
Grading & Clearing plan(s)														
Drainage calculations/Study														
Road and Drainage Plans														
TESCP (erosion control)							2							
Topography (existing and proposed)							2							
Traffic study	*		*	*			*	*						
Water/Sewer/Utility plans							2							
<b>Environmental:</b>														
SEPA checklist	*			*		*	*							
Preliminary Stormwater Report	2					2	*	*						
Wetland Report	*			*	*	*	*							
<b>Other:</b>														
C.C. & R.s	1					1								
List of Property Owners in Area	1		1			1			1					
Title certificate (< 30 days old)	1	1	1			1	1							
Neighborhood Meeting Minutes	1													
<b>Before Final Certificate of Occupancy:</b>														
Deeds/Conveyances/Easements	1					1				1				
As-constructed plans reproducible	1					2								
Reduced as-constructed plans	1					1								
As-constructed electronic (CAD format, etc.)	1					1								
Sureties and bonds (performance and/or maintenance)	1					1								

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\*\*Including information described within the Building Permit Application Form