



MINOR SITE DEVELOPMENT

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

Please submit the following with your permit application:

- Land Use Application Form
- Permit Submittal Requirements
- Plan Sheet Requirements

CITY OF STANWOOD COMMUNITY DEVELOPMENT CONTACT INFORMATION

Address: 10220 270th Street NW
Stanwood, WA 98292

Phone Number: 360-629-2181

Office Hours: Monday – Friday 9:00 am to 5:00 pm

Online Applications: <http://www.ci.stanwood.wa.us/cd/page/land-use-permit-applications>



LAND USE PERMIT APPLICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

Date: _____

Permit Number(s):

Fee: _____

PERMIT TYPE	
Accessory Dwelling Unit Administrative Conditional Use Administrative Modification Annexation Binding Site Plan Boundary Line Adjustment Conditional Use Permit Development Agreement Final Short Plat (9 lots or less) Final Plat (10 lots or more) Floodplain Development Permit Manufactured Housing Infill Other: _____	Major Site Development Minor Site Development Preliminary Short Plat / PRD (9 lots or less) Preliminary Plat / PRD (10 lots or more) Right-to-Farm Registration Sensitive Area Reasonable Use Allowance Shoreline Conditional Use Shoreline Substantial Development Shoreline Variance Variance (including Flood Hazard & Signs) Vacation of Streets and Alleys Zoning Map Amendment

*** All applications need to submit the checklists for the specific permit type ***

	OWNER	APPLICANT	CONTACT
Business Name			
Name			
Full Address			
Phone Number			
E-mail			
	PROJECT ARCHITECT	PROJECT ENGINEER	PROJECT SURVEYOR
Business Name			
Name			
Full Address			
Phone Number			
E-mail			

SITE INFORMATION					
Project Address			Tax Parcel ID Numbers		
Acreage & Square Footage of Property			Zoning Classification		
			Comprehensive Plan Designation		
Water Supply	Current	Proposed	Sewer Supply	Current	Proposed
Existing Use of Property					
Proposed Use of Property					
On-Site Critical Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Critical Area Type		
Does the Site have a Shoreline Designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Shoreline Designation		
Will the Site Be Logged as Part of This Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		DNR Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking Spaces Provided			Landscaping Area (square feet)		
Building Footprint Area (square feet)			Lot Building Coverage		
Number of Proposed Units			Building Height		

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Stanwood Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the State of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

Applicant’s Signature Date

Print Name

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the State of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

Owner’s Signature Date

Print Name

For additional owners please supply each owners name, signature and date on a separate sheet.



City of Stanwood

10220 270th Street NW
 Stanwood, Washington 98292
 (360) 629-2181

Type I Permit – Submittal Requirements Administrative Decisions without Public Notice

- The number indicates the item is required for submittal and the number of copies required
- A “•” indicates the item shall, upon request, be required for submittal

General Information Meeting Date: _____
 Submittal Date: _____

Submittal Requirements	Complete Submittal Item?			Accessory Dwelling Unit	Administrative Modification	Boundary Line Adjustment	Final Short Plat (≤ 9 lots)	Floodplain Development Permit	Manufactured Housing Infill	Minor Site Development
	Yes	No	N/A							
General Application:										
Land Use Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1
Review Fee ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1	1		1	1
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1	1			1
Water/Sewer Availability Approval ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1					1	1
Site Plans:										
Site Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	•	4		1	4	4
Landscape Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•		4			4
Tree Retention Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•		1			1
Plat Map ⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•		4			
Reduced Plan Set (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	•	1	1	1	1	1
Building Elevations (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	•				4	1
Civil / Engineering:										
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					•		3
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							3
Grading and Clearing Plan ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•			1	•	3
Road and Drainage Plans ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•			1		3
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•			1		3
Topography ⁵ (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				1		3
Water / Sewer / Utility Plans ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•			1	•	3

**Type I Permit – Submittal Requirements
Administrative Decisions without Notice**

Submittal Requirements	Complete Submittal Item?			Accessory Dwelling Unit	Administrative Modification	Boundary Line Adjustment	Final Short Plat (≤ 9 lots)	Floodplain Development Permit	Manufactured Housing Infill	Minor Site Development					
	Yes	No	N/A												
Environmental:															
SEPA Checklist ⁶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				•	•	•					
Critical Area Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				1	•	1					
Wildlife Habitat Report (floodplain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				1	•	•					
Archaeology / Cultural Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				•	•	•					
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				•	•	•					
Other:															
Public Notice Materials ⁷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
School Safe Walking Conditions Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							•					
C.C. & R.s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•										
Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Title Certificate (< 30 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1	1								
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1	1								
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1					
Before Final Plat or Final Certificate of Occupancy:															
Deeds/Easements/ Conveyances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•	•			•					
As-Built Plans ⁸	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3			3					
Sureties / Bonds ⁹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1			1					
Electronic CAD As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1			1					
NOTES:						FOR CITY USE ONLY									
<ol style="list-style-type: none"> 1. See the City of Stanwood Adopted Fee Schedule 2. Water / Sewer Availability shall be determined prior to submittal and letters submitted. 3. See Site Plan Submittal Requirements for required specifications. 4. See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications. 5. See Engineering Plan Submittal Requirements for required specifications. 6. See the SEPA Checklist Requirements for Categorical Exemption Thresholds. 7. See Public Notice Materials for requirements. 8. See As-Built Plan Submittal Requirements for required specifications. 9. See Sureties/Bond Submittal Requirements for required specifications. 						<input type="checkbox"/>	This application is complete.								
						<input type="checkbox"/>	This application is incomplete. See items noted above.								
						•					The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.				
						•					These submittal requirements are for the City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.				
						_____ Community Development Representative									
						_____ Date									



WATER AND SEWER AVAILABILITY APPLICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

Date: _____

Permit Number(s):

Fee: _____

TYPE OF APPLICATION	
Water Availability	Sewer Availability
PERMIT TYPE	
Commercial OR Residential	
Building Permit	Preliminary Plat / PRD (10 lots or more)
Preliminary Short Plat / PRD (9 lots or less)	Other: _____
APPLICANT	
Business Name	_____
Name	_____
Full Mailing Address	_____
Phone Number	_____
E-mail	_____
SITE INFORMATION	
Project Address	_____
Tax Parcel ID Numbers	_____
Existing Use of Property	_____
Proposed Use of Property	_____
<p>WATER COMMENTS / CONDITIONS: (1) The fire flow requirement for the applicant's proposed project must be determined to identify if improvements to the City's system are necessary. (2) This is not an application for or approval of water service to the proposed site. A proper application must be filed with and accepted by the City before service will be provided. The City has a service connection charge, meter installation charge and plant investment charge for each new water service provided. It is recommended that the applicant consult with the City to obtain applicable fees, charges, and procedures which may change during the property development process.</p>	<p>SEWER COMMENTS / CONDITIONS: This is not an application for or approval of sewer service to the proposed site. A proper application must be filed with and accepted by the City before service will be provided. The City has a service connection charge and plant investment charge for each new sewer service provided. It is recommended that the applicant consult with the City to obtain applicable fees, charges, and procedures which may change during the property development process.</p>

I hereby certify that the above water purveyor information is true. This certification shall be valid for one (1) year from date of city letter.

Applicant's Signature Date

Print Name



SITE PLAN REQUIREMENTS

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a Washington State registered engineer, architect, landscape architect, or land surveyor illustrating the proposed development of the property.

SITE PLAN SHEET REQUIREMENTS

COVER SHEET

- Title Block (centered at top of drawing) that includes the following:
 - City of Stanwood
 - Name of Proposed Development
 - File Number
 - Section, Township, & Range
- Site Information:
 - Site Address
 - Zoning Classification
 - Proposed Use
 - Zoning Standards:
 - Lot(s) Size (both in acreage and square feet)
 - Lot Dimensions (length, width) and Numbers/Letters
 - Proposed Residential Density (if applicable)
 - Building Setback (for existing, proposed, & relocated bldgs. on site)
 - Building Height (for existing, proposed, & relocated bldgs. on site)
 - Total Lot Coverage (Impervious Surface)
 - Recreational & Open Space Calculations (if applicable)
 - Adjacent Street Names & Classifications
 - Required Parking Space Calculations (required & proposed)
 - Utility Provider (Sewer & Water)
 - Datum (if applicable)
 - Critical Area Types Located On-Site (If Applicable)
 - Shoreline Classification (If Applicable)
- Sheet Index
- Date Plans Were Prepared
- Vicinity Map (Include North Arrow, Scale, and pinpoint site location)
- Record of Survey. The surveyor shall certify on the site plan that it is a true and correct representation of the lands actually surveyed and the survey was done in accordance with the city and state law.
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, Engineer, & Landscape Architect

SITE PLAN SHEET

- Title Bar (locate along right edge of sheet) that includes the following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor

- Topographical features showing present grades and any proposed grades if present grades are to be altered. Unless otherwise required by the community development director, contours at an interval not greater than five feet shall be shown.
- Existing Lot Lines Within or Adjacent to the Project Site
- Existing and Proposed Rights-of-Way (include dimensions & street name)
- Existing and Proposed Easements (include dimensions)
- Existing Critical Area Boundaries and Associated Buffers On-Site and Within 150ft. of Site
- Building (whether proposed, expanded, retained, or relocated) Setbacks From All Lot Lines
- Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- Building (whether proposed, expanded, retained, or relocated) Height
- Building Elevations (all sides for proposed or expanded)
- Parking Stall, Loading Stall, Driveway, & Isle Locations & Dimensions
- Refuse Bin Location (including screening details)
- Lighting Details (building exterior, site, & parking area)
- Site Ingress/Egress (existing and/or proposed)
- Frontage Improvements with Dimensions (if required)
- Open Space / Recreation Space (location & total area)
- Proposed Surface Stormwater Drainage Treatment
- Streets, Alleys, or other Public Rights-of-Way, Public Parks and Places and all Lots and Lot Lines, Drainageways, Waterways & Easements
- Open Storage Space (locations and designation)
- Documented Historic Sites (locations and designation)

LANDSCAPE PLAN SHEET

- Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
- Tree, Shrub, and Lawn Planting Details
- Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
- Irrigation Details (if required)
- Parking Area Planting Calculation (see SMC 17.145)
- Tree Retention Calculations (see SMC 17.145)
- Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping



ENGINEERING / CONSTRUCTION PLAN REQUIREMENTS

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a Washington State registered engineer, architect, landscape architect, or land surveyor illustrating the proposed development of the property.

CONSTRUCTION PLAN SHEET REQUIREMENTS	
<input type="checkbox"/>	Standard Plan Size – All construction/civil plans shall be on 24' x 36'
<input type="checkbox"/>	Construction Plans shall comply with the Stanwood Street and Utility Standards and the 2005 Department of Ecology Stormwater Management Manual for Western Washington
<u>COVER SHEET</u>	
<input type="checkbox"/>	Title Block (centered at top of drawing) Project Name
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Date Drawing was Prepared or Revised <input type="checkbox"/> Project Name & Location <input type="checkbox"/> Section, Township, & Range <input type="checkbox"/> Sheet Numbers
<input type="checkbox"/>	Sheet Index
<input type="checkbox"/>	Legend
<input type="checkbox"/>	Project Contacts – Name, Address, Phone Number, & Email Address of the Applicant, Owner, Civil Engineer, Surveyor, Landscape Architect, and/or Environmental Consultant
<input type="checkbox"/>	North Arrow – Draw the plan so that the north arrow points to the top of the sheet when possible.
<input type="checkbox"/>	Survey Datum
<input type="checkbox"/>	Record of Survey – The surveyor shall certify on the site plan that it is a true and correct representation of the lands actually surveyed and the survey was done in accordance with the city and state law.
<input type="checkbox"/>	Engineer's Seal – Place the Professional Engineer's Seal, original signature and date in the title block on each plan sheet.
<input type="checkbox"/>	Surveyor's Seal – Place the Professional Surveyor's Seal, original signature and date in the title block on the survey control plan.
<input type="checkbox"/>	City of Stanwood Approval Block - Place in lower right portion of each sheet
<u>CONSTRUCTION PLAN SHEETS</u>	
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Date Drawing was Prepared or Revised <input type="checkbox"/> Project Name & Location <input type="checkbox"/> Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
<input type="checkbox"/>	Topographical features showing present grades and any proposed grades if present grades are to be altered. Unless otherwise required by the community development director, contours at an interval not greater than five feet shall be shown.
<input type="checkbox"/>	Existing Conditions
<input type="checkbox"/>	Lot Layout and/or Phasing Plan

	TESC (Temporary Erosion Sediment Control) Plan and Details
<input type="checkbox"/>	Developed Conditions - Utilities
<input type="checkbox"/>	Sanitary Sewer Plans and Profiles
<input type="checkbox"/>	Water Plans and Profiles
<input type="checkbox"/>	Stormwater Plans and Profiles
<input type="checkbox"/>	Street Plans, Sections and Profiles
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Striping and Signage Plan and Details
<input type="checkbox"/>	Illumination Plans
<input type="checkbox"/>	Transportation Standard Details
<input type="checkbox"/>	Storm System Standard Details
<input type="checkbox"/>	Water System Standard Details
<input type="checkbox"/>	Sanitary Sewer Standard Details
<input type="checkbox"/>	Specifications Construction Notes
<u>LANDSCAPE PLAN SHEET</u>	
<input type="checkbox"/>	Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
<input type="checkbox"/>	Tree, Shrub, and Lawn Planting Details
<input type="checkbox"/>	Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
<input type="checkbox"/>	Parking Area Planting Calculation (see SMC 17.145)
<input type="checkbox"/>	Tree Retention Calculations (see SMC 17.145)
<input type="checkbox"/>	Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
<input type="checkbox"/>	General Landscaping Notes
<input type="checkbox"/>	Native Growth Protection Area Locations and Sign Details
<input type="checkbox"/>	Fencing Details
<input type="checkbox"/>	Irrigation Details (if required)



SURETIES / BOND WORKSHEET

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

<input type="checkbox"/> Bond	<input type="checkbox"/> Assignment of Funds	<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Surety
SITE INFORMATION			
Project Name			
Project Address			
Type of Bond	<input type="checkbox"/> Performance <input type="checkbox"/> Maintenance	<input type="checkbox"/> Public Improvements <input type="checkbox"/> Landscape	
CONTACT INFORMATION			
Owner/Applicant			
Address			
Phone Number			
Email			
PERFORMANCE BOND INFORMATION	MAINTENANCE BOND INFORMATION		
<ul style="list-style-type: none"> A Performance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Construction Permit issuance. The Performance Bond shall be 150% of the Construction Costs (including materials, labor and tax) for the following public improvements: Roads and Alleys, Stormwater Drainage/Detention Ponds, Grading, Utilities, Landscaping, Temporary Erosion and Sediment Control. 	<ul style="list-style-type: none"> A Maintenance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Final Plat Approval or Certificate of Occupancy being issued. The Maintenance Bond shall be 25% of the Construction Cost (including materials, labor and tax) for the following public improvements: Roads and Alleys, Stormwater Drainage/Detention Ponds, Grading, Utilities, Landscaping, Temporary Erosion and Sediment Control. 		
BOND CALCULATIONS			
Construction Cost (materials, labor and tax for public roads and alleys, public stormwater drainage and grading, public utilities, landscaping, public and private temporary erosion and sediment control)			
	\$		
Performance Bond Amount (150% of Construction Cost)	Construction Cost X 1.5 = \$		
Maintenance Bond Amount (25% of Construction Cost)	Construction Cost X 0.25 = \$		
* Provide Engineer's Estimated Cost of Construction and/or other documentation showing calculations			
CITY USE ONLY - ACCEPTED BY			
City Staff Signature: _____		Date: _____	