



ADMINISTRATIVE MODIFICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

Please submit the following with your permit application:

- Administrative Modification Information Sheet
- Land Use Application Form
- Permit Submittal Requirements
- Plan Sheet Requirements (if required)

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>



ADMINISTRATIVE MODIFICATION INFORMATIONAL SHEET

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

The table below outlines the minimum requirements that shall be met for an Administrative Modification to an approved permit decision.

ADMINISTRATIVE MODIFICATION REQUIREMENTS

DECISION CRITERIA

- Minor Modifications to an Approved Site Development Plan. Minor modifications to a site development plan may be permitted by administrative decision. **To be considered a minor modification, the amendment must not:**
 - Involve more than a 10 percent increase in area or scale of the development in the approved site development plan; or
 - Have a significantly greater impact on the environment and facilities than the approved plan; or
 - Change the boundaries of the originally approved plan.

- Minor amendments to a preliminary plat may be approved by the community development director. **To be considered a minor amendment, the amendment must:**
 - Constitute less than a 10 percent change in the approved plat;
 - Constitute less than a 10 percent increase in area or density of the approved plat; and
 - Not have a significantly greater impact on the environment and facilities than the approved plat.



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									