



**PRELIMINARY SHORT PLAT /  
PLANNED RESIDENTIAL DEVELOPMENT  
(9 LOTS OR LESS)**

**COMMUNITY DEVELOPMENT**

**INSTRUCTIONS**

Please submit the following with your permit application:

- Land Use Application Form
- Permit Submittal Requirements
- Preliminary Short Plat Sheet Requirements

**CITY OF STANWOOD  
COMMUNITY DEVELOPMENT  
CONTACT INFORMATION**

Address: 10220 270<sup>th</sup> 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 270<sup>th</sup> 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
<b>Business Name</b>			
<b>Name</b>			
<b>Full Address</b>			
<b>Phone Number</b>			
<b>E-mail</b>			
	PROJECT ARCHITECT	PROJECT ENGINEER	PROJECT SURVEYOR
<b>Business Name</b>			
<b>Name</b>			
<b>Full Address</b>			
<b>Phone Number</b>			
<b>E-mail</b>			

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 270<sup>th</sup> Street NW  
 Stanwood, Washington 98292  
 (360) 629-2181

## Type II Permit – Submittal Requirements Administrative Decisions with 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?			Administrative Conditional Use	Binding Site Plan	Major Site Development <sup>10</sup>	Preliminary Short Plat / PRD ( ≤ 9 lots)	Right-to-Farm Registration	Sensitive Area Reasonable Use	Shoreline Substantial	Variance <sup>11</sup>
	Yes	No	N/A								
<b>General Application:</b>											
Land Use Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	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	1
Review Fee <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	•
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Water/Sewer Availability Approval <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1		•		
<b>Site Plans:</b>											
Site Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		4		4	4	4	4
Landscape Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	4	4			•	•
Tree Retention Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	4	4			•	•
Plat Map <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4		4				
Reduced Plan Set (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Building Elevations (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1				•	•
<b>Civil / Engineering:</b>											
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3				•
Grading and Clearing Plan <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Road and Drainage Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•		3	•
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Topography <sup>5</sup> (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Water / Sewer / Utility Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•

**Type II Permit – Submittal Requirements  
Administrative Decisions with Notice**

Submittal Requirements	Complete Submittal Item?			Administrative Conditional Use	Binding Site Plan	Major Site Development <sup>10</sup>	Preliminary Short Plat / PRD (≤ 9 lots)	Right-to-Farm Registration	Sensitive Area Reasonable Use	Shoreline Substantial	Variance <sup>11</sup>
	Yes	No	N/A								
<b>Environmental:</b>											
SEPA Checklist <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	•	•	•	1	1	1
Critical Area Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	3	3	3	•	1	1	•
Wildlife Habitat Report (floodplain or shoreline)	<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"/>	•	•	•	•			•	•
<b>Other:</b>											
Public Notice Materials <sup>7</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	2	1	1
School Safe Walking Conditions Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	•	1				•
C.C. & R.s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	•	•				
Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						1		
Title Certificate (< 30 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1						
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1						
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
<b>Before Final Plat or Final Certificate of Occupancy:</b>											
Deeds/Easements/ Conveyances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	•	•	•	•	•	•
As-Built Plans <sup>8</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	3	3	3				
Sureties / Bonds <sup>9</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	1	1				
Electronic CAD As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	1	1				
<b>NOTES:</b>						<b>FOR CITY USE ONLY</b>					
1.	See the City of Stanwood Adopted Fee Schedule					<input type="checkbox"/>	This application is complete.				
2.	Water / Sewer Availability shall be determined prior to submittal and letters submitted.					<input type="checkbox"/>	This application is incomplete. See items noted above.				
3.	See Site Plan Submittal Requirements for required specifications.					•	The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.				
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.					•	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.				
6.	See the SEPA Checklist Requirements for Categorical Exemption Thresholds.										
7.	See Public Notice Materials for requirements.						_____ Community Development Representative				
8.	See As-Built Plan Submittal Requirements for required specifications.										
9.	See Sureties/Bond Submittal Requirements for required specifications.										
10.	Major Site Development and Variances could be processed as a Type III Permit depending on Public Comments.										
11.	Administrative Variance unless comments are received during noticing, then Hearing Examiner Decision.										



# WATER AND SEWER AVAILABILITY APPLICATION

**COMMUNITY DEVELOPMENT**  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

Date: \_\_\_\_\_

Permit Number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Fee: \_\_\_\_\_

TYPE OF APPLICATION	
<b>Water Availability</b>	<b>Sewer Availability</b>
PERMIT TYPE	
Commercial <b>OR</b>	Residential
Building Permit	Preliminary Plat / PRD (10 lots or more)
Preliminary Short Plat / PRD (9 lots or less)	Other: _____
APPLICANT	
<b>Business Name</b>	_____
<b>Name</b>	_____
<b>Full Mailing Address</b>	_____
<b>Phone Number</b>	_____
<b>E-mail</b>	_____
SITE INFORMATION	
<b>Project Address</b>	_____
<b>Tax Parcel ID Numbers</b>	_____
<b>Existing Use of Property</b>	_____
<b>Proposed Use of Property</b>	_____
<p><b>WATER COMMENTS / CONDITIONS:</b> (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><b>SEWER COMMENTS / CONDITIONS:</b> 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



# SCHOOL SAFE WALKING CONDITIONS ASSESSMENT

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

Date: \_\_\_\_\_

Permit Number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Fee: \_\_\_\_\_

## PROJECT INFORMATION

<b>Plat Name</b>	
<b>Street Address</b>	
<b>Parcel Number</b>	
<b>Applicant</b>	
<b>Description of Project</b>	

**\* Attach a plat layout map showing adjoining streets \***

## SCHOOL DISTRICT INFORMATION

**PLEASE SUBMIT THIS FORM WITH A COPY OF THE PLAT MAP TO THE SCHOOL SUPERINTENDENT FOR REVIEW AND SIGNATURE. WHEN COMPLETE, RETURN A COPY TO THE CITY.**

- Every subdivision or short subdivision is required by RCW 58.17.060 to provide safe sidewalk conditions for students walking to and from school.
- Assessment of safe walking conditions for schools serving the subject

Subdivision or Short Subdivision (please check one) is as follows:

Students are bussed to schools serving the subdivision / short subdivision identified above;

Sidewalks or other planning features that assure safe walking conditions for students who walk to and from schools exist between the proposed subdivision / short subdivision (see attached vicinity zoning map) and schools that serve the area;

Sidewalks or other planning features that assure safe walking conditions for students who walk to and from schools that serve the subject subdivision / short subdivision are planned and are expected to be completed for use by \_\_\_\_\_.

Sidewalks or other planning features that assure safe walking conditions for students who walk to and from schools that serve the subject subdivision / short subdivision do not exist in usable form at this time (please see Comments / Conditions of Approval below).

The subdivision / short subdivision identified above is served by the following schools:

Elementary School \_\_\_\_\_

Middle School \_\_\_\_\_

High School \_\_\_\_\_

## COMMENTS / CONDITIONS OF APPROVAL

\_\_\_\_\_  
School District Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Representative & Title (please print)



# PRELIMINARY SHORT PLAT REQUIREMENTS

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> 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 registered land surveyor illustrating the proposed development of the property.

## PRELIMINARY SHORT PLAT 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)
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, Engineer, & Landscape Architect

### PRELIMINARY SHORT PLAT 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



- Description of the boundaries of the tract, including the objects that fix the corners, the length and direction of the lines, and the area of the tract. Also included shall be a description of the lots, tracts or parcels together with the legal description of the private roads and easements.
- Date, Scale and North Arrow
- Boundary Lines to scale of the tract to be subdivided and each lot contained therein.
- Lot Number of each lot
- Location and width of any easements and rights-of-way for public services or utilities within the area contained within the short subdivision.
- The boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision.
- The location of permanent features outside the land to be subdivided which will have an impact upon the short subdivision, such as all existing or platted streets and roads adjacent to the short subdivision, watercourse, railroad rights-of-way, all utility rights-of-way, township lines and section lines.
- The location of existing houses and outbuildings, with notation as to type of structures, sufficiently accurate to ensure compliance with setback requirements.
- Site Ingress/Egress (existing and/or proposed)
- Frontage Improvements with Dimensions
- Proposed Surface Stormwater Drainage Treatment
- Streets, Alleys, or other Public Rights-of-Way, Public Parks and Places and all Lots and Lot Lines, Drainage, Waterways & Easements
- Documented Historic Sites (locations and designation)



# SITE PLAN REQUIREMENTS

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> 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 270<sup>th</sup> 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.

<b>CONSTRUCTION PLAN SHEET REQUIREMENTS</b>	
<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
<b><u>COVER SHEET</u></b>	
<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"> <li><input type="checkbox"/> Date Drawing was Prepared or Revised</li> <li><input type="checkbox"/> Project Name &amp; Location</li> <li><input type="checkbox"/> Section, Township, &amp; Range</li> <li><input type="checkbox"/> Sheet Numbers</li> </ul>
<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
<b><u>CONSTRUCTION PLAN SHEETS</u></b>	
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date Drawing was Prepared or Revised</li> <li><input type="checkbox"/> Project Name &amp; Location</li> <li><input type="checkbox"/> Name, Address, &amp; Phone Number of Applicant, Owner, Engineer, &amp; Surveyor</li> </ul>
<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
<b><u>LANDSCAPE PLAN SHEET</u></b>	
<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)



# SEPA CHECKLIST REQUIREMENTS

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

## INSTRUCTIONS

A SEPA Checklist is required for projects that are over certain environmental threshold limits. The following are the City of Stanwood environmental categorical exemptions and threshold limits (listed in SMC 17.149). If your project exceeds the thresholds, than an environmental checklist must be submitted concurrently with all other submittal requirements for your project.

In order to receive an exemption your project must meet all of the applicable thresholds listed below. Please check the exemptions your project meets:

### Categorical Exemptions:

- The construction of any single-family residential structures 30 dwellings or fewer.
- The construction of any multi-family residential structures of less than or equal to 60 dwelling units.
- The construction of a barn, loafing shed, farm equipment storage building, produce storage or packing structure, or similar agricultural structure, covering 40,000 square feet or less, and to be used only by the property owner or his or her agent in the conduct of farming the property. This exemption shall not apply to feed lots.
- The construction of an office, school, commercial, recreational, service or storage building 30,000 square feet or less of gross floor area, and with associated parking facilities and/or independent parking facility designed for 90 parking spaces or fewer.
- Any landfill or excavation of 1,000 or fewer cubic yards throughout the total lifetime of the fill or excavation; and any fill or excavation calssified as a class I, II, or III forest practice under RCW 76.09.050 or regulations thereunder.

OR

### SEPA Environmental Checklist:

- Completed SEPA Environmental Checklist that addresses the proposed project action.
- Completed SEPA Environmental Checklist that addresses the proposed non-project action.

# **SEPA ENVIRONMENTAL CHECKLIST**

## ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## ***A. Background***

1. Name of proposed project, if applicable:
2. Name of applicant:
3. Address and phone number of applicant and contact person:

4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing or schedule (including phasing, if applicable):
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
10. List any government approvals or permits that will be needed for your proposal, if known.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

## ***B. Environmental Elements***

### **1. Earth**

- a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other \_\_\_\_\_

- b. What is the steepest slope on the site (approximate percent slope)?
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.



- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

## **2. Air**

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

## **3. Water**

- a. Surface Water:
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
  - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
  - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
  - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
  - 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

#### 4. **Plants**

a. Check the types of vegetation found on the site:

\_\_\_\_deciduous tree: alder, maple, aspen, other

\_\_\_\_evergreen tree: fir, cedar, pine, other

- \_\_\_ shrubs
- \_\_\_ grass
- \_\_\_ pasture
- \_\_\_ crop or grain
- \_\_\_ Orchards, vineyards or other permanent crops.
- \_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- \_\_\_ water plants: water lily, eelgrass, milfoil, other
- \_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?
- c. List threatened and endangered species known to be on or near the site.
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:
- e. List all noxious weeds and invasive species known to be on or near the site.

**5. Animals**

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

- b. List any threatened and endangered species known to be on or near the site.
- c. Is the site part of a migration route? If so, explain.
- d. Proposed measures to preserve or enhance wildlife, if any:
- e. List any invasive animal species known to be on or near the site.

**6. Energy and Natural Resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
  
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.
  
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

## **7. Environmental Health**

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

- 1) Describe any known or possible contamination at the site from present or past uses.
  
- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
  
- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
  
- 4) Describe special emergency services that might be required.
  
- 5) Proposed measures to reduce or control environmental health hazards, if any:

### **b. Noise**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
  
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
  
- 3) Proposed measures to reduce or control noise impacts, if any:

## **8. Land and Shoreline Use**

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.
  
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?
  - 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:
  
- c. Describe any structures on the site.
  
- d. Will any structures be demolished? If so, what?
  
- e. What is the current zoning classification of the site?
  
- f. What is the current comprehensive plan designation of the site?
  
- g. If applicable, what is the current shoreline master program designation of the site?
  
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
  
- i. Approximately how many people would reside or work in the completed project?
  
- j. Approximately how many people would the completed project displace?
  
- k. Proposed measures to avoid or reduce displacement impacts, if any:

- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:
  
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
  
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
  
- c. Proposed measures to reduce or control housing impacts, if any:

**10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
  
- b. What views in the immediate vicinity would be altered or obstructed?
  
- b. Proposed measures to reduce or control aesthetic impacts, if any:

**11. Light and Glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
  
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
  
- c. What existing off-site sources of light or glare may affect your proposal?
  
- d. Proposed measures to reduce or control light and glare impacts, if any:

## **12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

## **13. Historic and cultural preservation**

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? If so, specifically describe.
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

## **14. Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.
- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
  
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?
  
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.
  
- h. Proposed measures to reduce or control transportation impacts, if any:

**15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.
  
- b. Proposed measures to reduce or control direct impacts on public services, if any.

**16. Utilities**

- a. Circle utilities currently available at the site:  
 electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
 other \_\_\_\_\_
  
- c. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**C. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Name of signee \_\_\_\_\_

Position and Agency/Organization \_\_\_\_\_

Date Submitted: \_\_\_\_\_



## ***D. Supplemental sheet for nonproject actions***

**(IT IS NOT NECESSARY** to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.



## **PUBLIC NOTICE MATERIALS**

**COMMUNITY DEVELOPMENT**  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

### **INSTRUCTIONS**

The following items must be submitted concurrently with all other required submittals as indicated in the submittal requirements.

- Snohomish County Assessor's Quarter Section Map Including the following:
  - Show Subject Property
  - Show 300 foot Boundary of all Properties Included
  
- Current Owner List (of properties within 300 ft. radius) Including the following:
  - Tax Parcel Numbers
  - Owner(s) Full Name(s)
  - Owner(s) Mailing Address
  - Current Resident (if owner does not live at property)
  - Property Mailing Address (if different from owner's address)
  
- Mailing Labels Including the following:
  - Owner(s) Name
  - Owner(s) Mailing Address
  - Current Resident (if owner does not live at property)
  - Property Mailing Address (if different from owner's address)



# SURETIES / BOND WORKSHEET

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> 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
<b>SITE INFORMATION</b>			
<b>Project Name</b>			
<b>Project Address</b>			
<b>Type of Bond</b>	<input type="checkbox"/> Performance <input type="checkbox"/> Maintenance	<input type="checkbox"/> Public Improvements <input type="checkbox"/> Landscape	
<b>CONTACT INFORMATION</b>			
<b>Owner/Applicant</b>			
<b>Address</b>			
<b>Phone Number</b>			
<b>Email</b>			
<b>PERFORMANCE BOND INFORMATION</b>	<b>MAINTENANCE BOND INFORMATION</b>		
<ul style="list-style-type: none"> <li>A Performance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Construction Permit issuance.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>		
<b>BOND CALCULATIONS</b>			
<b>Construction Cost</b> (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)			
	\$		
<b>Performance Bond Amount</b> (150% of Construction Cost)	Construction Cost X 1.5 = \$		
<b>Maintenance Bond Amount</b> (25% of Construction Cost)	Construction Cost X 0.25 = \$		
<b>* Provide Engineer's Estimated Cost of Construction and/or other documentation showing calculations</b>			
<b>CITY USE ONLY - ACCEPTED BY</b>			
City Staff Signature: _____		Date: _____	