



## **SIGN VARIANCE**

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

### **INSTRUCTIONS**

Please submit the following with your permit application:

- Sign Variance Informational Sheet
- Land Use Application Form
- Permit Submittal Requirements
- Plan 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>



# SIGN VARIANCE INFORMATIONAL SHEET

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

## INSTRUCTIONS

The table below outlines the minimum requirements that shall be met for a Sign Variance.

## SIGN VARIANCE REQUIREMENTS

The community development director may grant a variance to allow the following:

- Setback less than that required under this title; or
- Area or height of a sign to be increased by up to 50 percent of the maximum allowable height or area subject to the following finding:
  - The unusual shape or topography of the property in question prevents signage allowable under the provisions of these standards from adequately identifying the business or other activity located on such property.
- Off-Site Signage. A variance may also be allowed for off-site signage when the business has no other visible alternative for the placement of signage, as determined by the community development director.
- Roof Signage. The community development director may grant a variance to allow roof signs when the business has no other alternative for the placement of signage. Such approval shall be granted based on the finding that no alternatives are available to the applicant other than roof signage. If roof signage is permitted, it shall conform to all requirements for signs under this chapter.



# 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.						<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Community Development Representative</span> <span>Date</span> </div>				
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.										



# 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





## **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)