



# PERMANENT OR TEMPORARY NON-EXCLUSIVE EASEMENTS

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

## INSTRUCTIONS

Please submit the following with your permit application:

- Permanent or Temporary Non-Exclusive Easements Information 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.stanwoodwa.org/223/Applications-Forms-Checklists>



# PERMANENT OR TEMPORARY NON-EXCLUSIVE EASEMENTS

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 Permanent or Temporary Non-Exclusive Easements.

## PERMANENT OR TEMPORARY NON-EXCLUSIVE EASEMENT REQUIREMENTS

### SUBMITTAL REQUIREMENTS:

Easement requests shall be submitted to the Community Development Department for processing according to appropriate permit type. The application shall be circulated to all city departments for review and recommendations.

- Detailed narrative describing the request
- Needs analysis showing why the easement is needed and other locations considered
- Impact assessment showing impacts to surrounding properties (such as noise, glare, traffic, environmental, views) and potential mitigation measures
- Site plan showing easement location and dimensions
- Current title report with Schedule B showing all other land use encumbrances
- Legal description of easement
- Land appraisal
- Payment of review fees

### EASEMENT REVIEW CRITERIA:

Prior to making a recommendation to the City Council or Mayor to grant an easement, the easement request shall be reviewed against the following criteria. Staff shall prepare a staff report with findings addressing the criteria.

- The easement provides a benefit to the residents of Stanwood.
- The easement request does not conflict or interfere with future city projects as listed in:
  - o The Capital Improvement Element or Transportation Element of the Comprehensive Plan;
  - o Comprehensive Water, Sewer and Drainage Plans;
  - o The adopted 6-year TIP or CIP;
  - o Stanwood Shoreline Regulations; and
  - o Parks and Open Space Plan.
- The easement is not in conflict with any other public overlay easement or restrictive covenant such as:
  - o Snohomish County Conservation Easements
  - o Washington State Recreation and Conservation Office Use Restrictions
  - o Legally Binding Settlement Agreements
  - o Other Legally Binding Easements
- The easement does not limit access or public use of the property by the City or city residents.
- The easement does not limit or interfere with the any existing public works maintenance operations.



# LAND USE PERMIT APPLICATION

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

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

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

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

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

**\* 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

<b>Type IV &amp; Type V Permit – Submittal Requirements</b> <b>Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation</b>										
➤ 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					<b>General Information Meeting Date:</b> _____ <b>Submittal Date:</b> _____					
Submittal Requirements	Complete Submittal Item?			Annexation	Annual Docket	Developers Agreement	Final Plat (≥ 10 lots)	Permanent or Temporary Non-Exclusive Easements	Vacation of Streets and Alleys	Zoning Code Amendment / Zoning Map Rezone
	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
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		1	1	1	•	1
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		1	1	1	1	1
Water/Sewer Availability Approval <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1				1
<b>Site Plans:</b>										
Site Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		4		4		1
Landscape Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•		•		
Tree Retention Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				
Plat Map <sup>4</sup>	<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		
Building Elevations (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				•
<b>Civil / Engineering:</b>										
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				1
Grading and Clearing Plan <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				
Road and Drainage Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				
Topography <sup>5</sup> (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				
Water / Sewer / Utility Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				

**Type IV & Type V Permit – Submittal Requirements**  
**Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation**

Submittal Requirements	Complete Submittal Item?			Annexation	Annual Docket	Developers Agreement	Final Plat (≥ 10 lots)	Permanent or Temporary Non-Exclusive Easements	Vacation of Streets and Alleys	Zoning Map Amendment / Rezone
	Yes	No	N/A							
<b>Environmental:</b>										
SEPA Checklist <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1				1
Critical Area Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				1
Wildlife Habitat Report (floodplain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•				•
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"/>	2		2				2
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"/>	1	1				1	
Title Certificate (< 30 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				2	1		
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				2			
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	1	1		
As-Built Plans <sup>8</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3			
Sureties / Bonds <sup>9</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3			
Electronic CAD As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1			

- NOTES:**
- See the City of Stanwood Adopted Fee Schedule
  - Water / Sewer Availability shall be determined prior to submittal and letters submitted.
  - See Site Plan Submittal Requirements for required specifications.
  - See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications.
  - See Engineering Plan Submittal Requirements for required specifications.
  - See the SEPA Checklist Requirements for Categorical Exemption Thresholds.
  - See Public Notice Materials for requirements.
  - See As-Built Plan Submittal Requirements for required specifications.
  - See Sureties/Bond Submittal Requirements for required specifications.

<b>FOR CITY USE ONLY</b>	
<input type="checkbox"/>	This application is complete.
<input type="checkbox"/>	This application is incomplete. See items noted above.
<input type="checkbox"/>	The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.
<input type="checkbox"/>	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.
	_____ Date
	Community Development Representative



# 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