



# CITY OF SULTAN COMMUNITY DEVELOPMENT DEPARTMENT

319 Main St. Sultan, WA 98294  
Phone (360) 793-2231 Fax (360) 793-3344

Date Stamp Area

Staff Initials: \_\_\_\_\_

## SUBMITTAL CHECKLIST #5 – DEMOLITION APPLICATION

A demolition permit is required to deconstruct a building on one's property. The purpose and intent of the demolition permit is to make sure that actions are legal and carried out in a manner that is safe for the applicant and the general public.

Additional regulations maybe required if the building contains asbestos or other harmful materials.

Items listed in the application requirements section are needed to turn in an application. Applications will be accepted by staff at the front counter.

If all items are submitted at the front counter, your application is complete under RCW 36.070B.070, but if items are missing, your application will not be accepted.

**Applicant: Please check the "Applicant" boxes below when each item is complete and ready for review.**

### APPLICATION REQUIREMENTS

#### 1. Type I Permit Application Form.

Staff      Applicant

      Completed and Signed Application.

#### 2. Site Plan. Two 8½ x 11" or 8½ x 14" drawings showing the **proposed** demolition on the property. This plan must show the following:

Staff      Applicant

- Two copies of the site plan.
- North arrow and scale.
- Labeled street names.
- Property lines, easements, and right-of-way.
- Location(s) of all structures.
- Indicate which buildings or structures are to be demolished.

#### 3. Fees.

Staff      Applicant

      Fees paid (see current Fee Schedule).



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### SUBMITTAL CHECKLIST #5 – DEMOLITION APPLICATION (CONTINUED)

#### CRITERIA FOR APPROVAL

To approve your demolition permit the City Staff must determine if the permit:

- A. Follows applicable guidelines; and
- B. Provides for access, design or other public safety concerns.

#### PROCESS

1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.
2. A City Staff member will review your application using the attached submittal checklist to determine if a Determination of Completeness (RCW 36.70B.070) can be issued. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
  - a. The City will mail you a letter indicating the changes that must be made to the application.
  - b. You have 180 days to modify your application and resubmit it to the City.
  - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).

#### Note:

If your demolition permit application is being processed concurrent with another land use action or SEPA determination for the site that requires a public hearing, then the demolition permit will be combined into the overall action and decided by the Hearing Examiner. The Hearing Examiner's decision is appealable to Superior Court (SMC 2.26.140).

#### ADDITIONAL INFORMATION

If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant.