



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 #6 – DRIVEWAY

A driveway is a short private road that leads from the public rights-of-way to a house, garage or parking lot. The purpose of the driveway permit is to ensure proper construction and entrance into the public right-of-way.

A driveway permit is required if the proposed driveway connects to a public street. The entry to the city street (right-of-way curb cut) needs to be designed and constructed to City standards.

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** driveway on the property along with the following items:

Staff Applicant

<input type="checkbox"/>	<input type="checkbox"/>	Two copies of the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale.
<input type="checkbox"/>	<input type="checkbox"/>	Property lines, easements and right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	Street Names.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed driveways onsite.
<input type="checkbox"/>	<input type="checkbox"/>	Street and intersections within 80 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Driveways on next door properties.
<input type="checkbox"/>	<input type="checkbox"/>	Distances to near by driveways and intersections

3. Fees.

Staff Applicant
 Fees paid (see current Fee Schedule).



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SUBMITTAL CHECKLIST #6 – DRIVEWAY (CONTINUED)

CRITERIA FOR APPROVAL

Applications for driveways will be reviewed by city staff to check if the application meets the following:

- A. Zoning code requirements;
- B. Access, design or other public safety standards; and
- C. Design standards of Section 4.04 and other sections the Sultan Public Works Department's Design Standards and Specifications.

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 driveway permit application is being processed with other land use actions or SEPA determination for the site that requires a public hearing, then the driveway 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.