



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 #10 – FLOOD HAZARD

A flood hazard permit is required to build a structure within a flood hazard area. This permit is needed if your project occurs within a designated Flood Hazard Area (go to <http://gis.co.snohomish.wa.us/maps/farming/viewer.htm> to see if your property in a flood hazard area) and the project activity involves either raising or lowering the elevation of any ground within the floodplain. It is also required if it project involves building a structure or anything else that could obstruct floodwater flow rate.

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** project on the property. This plan must show the at least the following:

Staff Applicant

- Two copies of the site plan.
- North arrow and scale.
- Property lines and easements with their dimensions.
- Existing and proposed structures (with dimensions).
- Distance structure(s) is from high-water mark, right-of-way and side lot lines.
- Location of any propane tanks.
- Water bodies (creeks, lakes, rivers, and waterfronts) and dikes.
- Existing or proposed sewage systems.
- Distance structure(s) is from high-water mark, right-of-way and side lot lines.
- Areas of fill (include depth and dimensions).
- Existing and proposed elevations at the 4 corners of each building.

3. Fees.

Staff Applicant

 Fees paid (see current Fee Schedule).



CITY OF SULTAN
COMMUNITY DEVELOPMENT DEPARTMENT

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

SUBMITTAL CHECKLIST #10 – FLOOD HAZARD (CONTINUED)

CRITERIA FOR APPROVAL

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

- A. Zoning code requirements;
- B. Access, design and public safety; and
- C. FEMA design standards.

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).

ADDITIONAL INFORMATION

If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant. Also see 17.08 SMC for additional information.