



Development Permit

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a Development Permit Review. Plan sheet requirements below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Planning Department at 360.793.2231.

SUBMITTAL CHECKLIST

- (1) CD with Individual PDFs of Each Item Listed Below ↓
- (1) Original, Plus (4) copies of the Type I Application
- (1) Vicinity Map (on 8½" X 11")
- (1) Written Narrative (description of proposal)

SITE PLANS - FULL PLAN SET INCLUDING CIVIL, SURVEY, ARCHITECTURAL, LANDSCAPE, ETC.

- (1) Original (wet-stamped) plus (5) full size copies
- (2) 11" X 17"
- (2) 8½" X 11"

REPORTS - TWO (2) COPIES OF ALL REPORTS WITH BUILDING PERMIT SUBMITTAL ^{STARTED}

- (1) Original signed Environmental (SEPA Checklist) Plus (4) copies.
- (4) Critical Areas Study, If required
- (4) Soils Report for Site, If required
- (4) Traffic Impact Analysis, If required
- (4) Stormwater Drainage Report, If required
- (4) Geotechnical Report, If required
- (1) Title Report, not more than 30 days old at time of submittal

DEVELOPMENT PLAN REQUIREMENTS

Cover Sheet **SEE FULL PLAN SET**

~~X~~ Title Block (centered at top of sheet) That Includes the Following:

- ◆ City of Sultan
- ◆ Name of Proposed Development
- ◆ File No. (call for correct number)
- ◆ Section, Township, & Range
- ◆ Site Street Address (use block # if no bldg. #)

~~X~~ Site Information **SEE FULL PLAN SET**

- ◆ Zoning Designation
- ◆ Comprehensive Plan Designation
- ◆ Permissible Use Classification (SMC Chapter 16)
- ◆ Dimension and Density Requirement Calculations
 - Lot(s) Size (both acreage and square footage)
 - Lot Dimensions (length, width) and Numbers/Letters.
 - Building Setback (for existing, proposed, and relocated buildings on site.
 - Total Lot Coverage (Impervious Surface)
 - Size of Each Lot (both in acreage and square feet)
- ◆ Adjacent Street Names & Classifications
- ◆ Required Parking Space Calculations (required & proposed)
- ◆ Screening Types Provided, If Required (indicate for each lot line)
- ◆ Utility Provider (Sewer & Water)
- ◆ Critical Area Types Located On-Site (If Applicable)
- ◆ Shoreline Classification (If Applicable)

Development Plan Sheet –SMC 16.80 **SEE FULL PLAN SET**

~~X~~ Title Bar (locate at bottom or 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
- ◆ North Arrow, Graphic Scale (1"=50' or larger), & Legend
- ◆ 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

- ◆ Site Ingress/Egress (existing and/or proposed)
- ◆ Frontage Improvements with Dimensions (if required)
- ◆ Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- ◆ Building Elevations (all sides for proposed or expanded buildings only – color renderings preferred)
- ◆ Parking Stall, Loading Stall, Driveway, & Isle Locations & Dimensions
- ◆ Refuse Bin Location (including screening details)
- ◆ Lighting Details (building exterior, site, & parking area)

Landscape Plan Sheet-SMC 16.58 * SEE FULL PLAN SET

- ~~✗~~ 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.
- ~~✗~~ North Arrow, Graphic Scale
- ~~✗~~ Tree, Shrub, and Lawn Planting Details
- ~~✗~~ Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
- ~~✗~~ Irrigation Plans & Details (if required)
- ~~✗~~ Parking Area Shading Calculation (if applicable)
- ~~✗~~ Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping.