



SUBMITTAL CHECKLIST FOR SITE PLAN APPLICATIONS

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Mountlake Terrace, WA 98043
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PermitSpecialist@ci.mlt.wa.us
www.cityofmlt.com

Application # _____

Date _____

Site Address _____

Project Name _____

PURPOSE:

This submittal checklist lists the application components necessary for the City to accept and proceed with a completeness determination on many land use applications.

APPLICABILITY:

This checklist applies to subdivisions (such as Boundary Line Adjustment, Short Plat, Preliminary or Final Plat, Binding Site Plan, Fee Simple, Alteration), Variance, Conditional Use, Planned Unit Development, Rezones (associated with a development proposal), Site Development Plans, Minor Site Plan Amendments, Secure Public Facilities, and Shoreline Substantial Development Permits. (MTC 18.05.350 and 19.110.030)

This submittal checklist does not apply to Home Occupation Conditional Use Permits, Comprehensive Plan text or map amendments, Zoning Text Amendments, Rezones (no associated with a land use application), Temporary Uses, Special Events, or Annexation Petitions. These applications have their own submittal requirements.

MINIMUM FILING STANDARDS:

Prior to preparing and submitting and application, the required submittal items are identified by Community & Economic Development Department (CED) staff. If any of the required items are not provided, the application will not be accepted for a completeness review or processing. *If you believe an item is not applicable to your project, contact a CED planner **prior** to your intake appointment to confirm the item(s) is/are not required for your proposal.*

INSTRUCTIONS:

Provide each item on the checklist as indicated. The applicant is to check each box after ensuring the submittal item has been prepared and included in the submittal packet. Prepare and submit a written explanation for any filing requirement not provided as indicated.

INTAKE APPOINTMENT REQUIRED:

An intake appointment is required to make a submittal. Contact a permit specialist at permitspecialist@ci.mlt.wa.us or 425-744-6237 to schedule a time. Allow one to two hours.

FILING REQUIREMENTS CHECKLIST:

These are minimum requirements to accept the application at the counter for further processing.

Minimum Required	Applicant	City (at intake)	DESCRIPTION
1. APPLICATION FORMS and DOCUMENTATION			
X			a. Permit Contact Information Form, completed, signed and dated
			b. This submittal checklist, completed, signed, and dated (last page).
X			c. All applicable application forms, completed, signed, and dated. List here: _____, _____, _____, _____.
X			d. Written responses to criteria and/or supplemental questionnaire items, for each application type.
X			e. Copy of Preapplication Conference letter (# _____, dated _____). Provided a written response to each item in the letter and its relevance to the application made.
X			f. Title Report (issued within the last 30 days). Must include copies of any documents listed in Schedule B, in full.
X			g. Authorization. A signed, dated, and notarized letter from the owner indicating knowledge of, authorizing the application, and granting authority to whoever is acting as their agent. <i>The signee must be the legal owner per the title report. Provide additional documentation to substantiate the signee is authorized to sign for a company (LLC or other).</i>
2. FEES AND DEPOSITS			
X			a. Applicable fees paid: _____.
X			b. Applicable deposits paid: _____.
3. EACH PLAN OR DRAWING SHEETS SHALL CONTAIN THE FOLLOWING ITEMS including, but not limited to: existing features map and proposed plan, and any other plan sheets submitted, unless specifically excluded.			
X			a. Written scale, and bar scale, at 1" = 20 or 1" = 30 feet (other scales require prior approval). Prepared all drawings to the <u>same scale</u> (survey, existing features map, site plan; architectural sheets excluded).
X			b. North arrow. Labeled. Orient so north is top of sheet.
X			c. Name of project, drawing title, and site address.
X			d. Person's name, title, company address, phone, and email address for property owner <i>and</i> applicant <i>and</i> professionals. Label role each person has. (on Cover sheet ONLY) e. <i>Clearly label the primary contact person and their contact information in bold and larger type size. (ON ALL SHEETS)</i>

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			f. Vicinity map, within a one-mile radius, of the project area. Clearly delineate and label site, main roads, and including collector arterials.
X			g. All property lines, fully dimensioned, including bearings.
X			h. Rights-of-way within 100 feet of the site. Label the street names <i>and</i> the street dimensions.
X			i. Legal Description, including Assessor’s Parcel number (Cover sheet only).
X			j. Benchmark utilized for elevations based on the City’s 1991 vertical control.
4. EXISTING FEATURES MAP			
			a. Vicinity/area map locating the project site within a 1/2-mile radius. Label main streets.
			b. Curb cuts (driveways), on the site and on <i>both sides</i> of any right-of-way, within 100 feet of the boundaries of the site.
			c. All existing easements on, or adjacent to, the proposed subject site labeled with auditor’s recording file number, type and width.
			d. All existing power poles, streetlights, communication poles or utility boxes within 100 feet of the site, labeled. Include overhead power services along street frontage and within site.
			e. Show overhead power from utility pole to structure(s).
			f. All existing utilities on or within 100 feet of the site (including septic tanks, wells, gas, power, cable, telephone, sanitary sewer and storm facilities, water mains and meters). Label type and size, as appropriate.
			g. All existing fire hydrants on site and within 100 feet of the site. Label type of hydrant (written on the fire hydrant).
			h. Existing fire protection system facilities (including Fire Department connection, P.I. (post indicator) valves, DDCV vaults) on the site.
			i. Traffic control devices (including stop signs, no parking signs, yield signs, crosswalks, traffic signals) within 100 feet of the site.
			j. Existing public improvements on both sides of abutting public right-of-way and within 100 feet of the site, including curbs, gutters, sidewalks, roadways, and dropped curbs.
			k. Existing drainage on, across the site, and within 100 feet of the site (includes streams, ditches, swales, etc.).
			l. Existing contours at two (2) foot intervals (unless otherwise required or approved).
			m. Critical areas (streams, wetlands, steep slopes, unique features, other).
			n. All existing significant trees six (6) inches or greater diameter at breast height. Label type and size (reference to tree inventory).

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			o. Existing structures and/or improvements on and within 20 feet of the site fully dimensioned. Label the setback of each structure to all property lines of the project site.
			p. Existing structures to be removed from the site and those that are to be demolished (label proposed status).
			q. Existing underground storage tanks. Indicate if they are to be removed from the site and the method of disposal and cleanup.
5. PROPOSED PLAN (Conceptual Site Plan)			
			a. Locations, dimensions, and setbacks (from <i>all</i> property lines) of all new proposed structures, easements (including width, type, and maintenance responsibilities), and improvements (drive aisles, roadways, utilities).
			b. Dimension(s) from face of curb(s) to face of building(s).
			c. Architectural elevations of the proposed buildings (if required) at a scale of 1/4 inch = 1 foot.
			d. Proposed transportation facilities and public improvements within 100 feet of the site, including: bus stops, right-of-way dedications, driveways, sidewalks, traffic control, roadway improvements.
			e. Conceptual utility layout showing method of water service, fire protection, sewage disposal and storm drainage, detention and bio-filtration, locations of meters, manholes, catch basins, fire hydrants, fire department connections, post indicator (PI) valves, and DDCV vaults.
			f. Location of other utilities proposed on, and within 50 feet of the site, e.g., power, gas, cable TV, telephone. Show proposed PUD vault location.
			g. Proposed disposition of existing utilities, including water, sewer, storm, septic tanks, wells, and underground storage tanks. Label if they will be reconnected, abandoned, removed, demolished, or remain.
			h. Existing and proposed contours (grading) at two-foot (2') contour intervals. Specify the estimated amount of material, <i>in cubic yards</i> , to be cut, <i>separately from</i> the estimated amount of material to be filled, <u>not</u> the net cut and fill.
			i. Proposed landscaped areas. Label what type and width is required and label proposed (if different). Calculate the square footage for each landscape area. Label which of the existing plants will be retained by type, size, and location.
			j. Label the finish floor elevations of structures and spot elevations of improvements, such as parking lot, retaining walls, barrier free spaces, etc.
			k. Proposed storage tanks (Location, size/gallons)

Minimum Required	Applicant	City (at intake)	DESCRIPTION
			1. Generator (Location, size, wattage, power source)
6. ADDITIONAL REQUIREMENTS when requested by City:			
			a. Environmental Checklist (SEPA), with ESA checklist. Attach any supplementary documents and special studies (see below). Provide, on 8-1/2” x 11” sheets, the Existing Features Map, and Proposed Site Plan/Plat.
			b. Special studies (as applicable) – as required for SEPA or site conditions: 1) Critical Areas report (wetlands/streams/geologic hazards etc.) 2) Geotechnical report _____ 3) Storm drainage study _____ 4) Traffic analysis/report _____ 5) Tree inventory _____ 6) Other studies: _____ 7) Other: _____
			c. Mailbox or mail delivery location. Label location, type of mailbox, and number of boxes.
			d. Location(s) of solid waste and recycling storage areas, with dimensions.
			e. Parking plan, fully dimensioned. Label standard, compact, electric vehicle charging stations and barrier free stalls. Number each parking space on the plan. Provide a summary table of the parking spaces (required and provided by type and quantity, subtotals and totals. Indicate accessible route(s) of travel.
			f. Conceptual lighting layout/pole locations (public or private). On street frontages, parking lot lighting, pedestrian ways, etc.
			g. Impervious surface area calculations.
			h. Design Standards checklist, completed. _____
			Other: _____
7. SUBMITTAL FORMAT			
X			a. Two copies of materials. One original and one duplicate copy of all applications, documentation, and submittal materials. Collated into sets. Plan drawings – refer to City guidelines on standard sheet sizes. Plans to be folded to approximately 8-1/2” x 11” and attached to each set of materials (Check with City when rolled plans are acceptable).

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X			b. An electronic version of all submittal materials, including applications. (Refer to city’s formatting standard.)
			c. Mailing labels, when requested, prior to public notifications: A current and accurate mailing list (on Avery Labels 5160 or 5260) of <u>all</u> property owners, <i>and</i> , if not an owner-occupied property, add mailing addresses addressed to the occupant of each property. ____ All properties abutting the project site to include those across a street or other feature which would otherwise make it abutting; OR ____ within 300 feet of each property line of the project area and any abutting property owned by the applicant or related. Include mailing addresses for applicant and contact.
			d. _____

VERIFICATION and SIGNATURE:

Read and initial the following prior to signing below.

____ I certify that the required filing items, as indicated above, have been provided in full.

____ I acknowledge that failure to provide any of the minimum filing requirements will result in a determination of incomplete application.

____ I understand that as review progresses, additional information may be identified, required, and/or requires and that revised plans or appropriate responses must be submitted within 90 days of the request from the City or the application may be considered invalid, MTMC 19.110.040.C.

____ I also understand that additional fees can be assessed after a second incomplete submittal.

Owner Applicant Representative

Sign _____ **Date** _____

Print _____ **Date** _____