



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

ADP – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Administrative Development Plan Application
- Land Use Application Form
- Written narrative**, which includes the following:
 - Detailed description of the proposed action, including number and type of residential units.
 - Description of how the proposal meets the requirements of SMC 14.65 and 14.210.
- Title Report** for the affected properties (dated within 30 days prior to application) – *2 copies*
- Traffic study**, if applicable (to be determined by City Engineer) – *2 copies*
- Drainage report**, if applicable (to be determined by City Engineer) – *2 copies*
- Geotechnical report**, which addresses the following: – *2 copies*
 - Identify the characteristics and capabilities of site soils and landform features
 - Assessment of geologic hazards, if subject to Chapter 14.275 SMC
- SEPA Submittal**, if applicable – *2 copies*
 - SEPA Checklist
 - List of all property owners within 300 feet of the subject property
See Adjacent Property Owners List Handout
- Critical Areas report** – *2 copies*

A letter from a qualified professional stating that no wetlands or streams, or their required buffers exist on the site may be submitted in place of a Critical Areas report. A mitigation plan is required if any impacts to Critical Areas or buffers are proposed.
- Flood Elevation Certification** and impact studies, if within special flood hazard area – *2 copies*
- Design Review Submittal**, including the following:
 - Applicant's Proposal Assessment Form for Compliance with Design Standards & Guidelines
 - Design Review Application Form
 - Building elevations and description of proposed materials
 - Size, location, elevation, architectural detail and character of any existing and proposed structures or improvements for design review
- Six (6) sets of Project Plans**

Prepared by a professional Engineer, licensed in Washington State.
Maximum dimensions of 24" x 36", drawn to 1" = 20', 30', or 40' scale. The following **must** be included:

 - Name and address of proposed site, project, or action
 - Title block including the contact information of the preparer, date prepared or revised, scale, north arrow, quarter section, section, township and range number
 - Vicinity Map identifying project site
 - Legal description of the subject property

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- **Development plan(s)** of the proposed project showing the following:
 - Land use designation
 - Site area in square feet
 - Required setbacks
 - Location of existing streets, parking areas, or other impervious surfaces
 - Location of proposed public improvements to streets, parks, playgrounds, or other public uses
 - Grading plan identifying roads, streets, building pads, and other changes in topographic grade
 - Any existing or proposed public or private covenants, restrictions, or easements
 - Critical Areas and buffers
- **Existing conditions map(s)** identifying the following:
 - Location of any critical or sensitive environmental areas including required buffers (steep slopes, streams, lakes, wetlands, wildlife habitat, migration corridors, woodlands, and existing vegetation). These must be located and classified by a qualified professional biologist.
 - Identification of any Native Growth Protection Areas (NGPA) and other lands on the property where development would be restricted
 - Topographic contours of the property at maximum intervals of two feet, with elevations labeled and referred to by datum identification
- **Utility Plan(s)**, showing the following:
 - Existing and proposed utilities on and adjacent to the site
 - Location, size, and invert elevation of sanitary, storm, water mains, and combined sewers
 - ✓ *If water mains and sewers are not on or adjacent to the site, indicate the direction and distance to, and size of the nearest pipes, showing invert elevation of sewers*
 - Location of gas lines, fire hydrants, electric and telephone poles street lights, and other underground utilities
- **Landscape plan(s)**
Stamped by a Landscape Architect or other qualified professional. The following must be identified:
 - Species, size, placement, irrigation, planting and staking details for all proposed vegetation and site improvements. Demonstrate conformance with buffer requirements stated in SMC 14.240.
 - Location of all existing trees over six inches in diameter with the exception of alders and cottonwoods (*Alnus rubra* and *Populus trichocarpa*). Note trees to be retained and trees to be removed
- **Access plan(s)** identifying the following:
 - Right-of-way, pavement, traffic channelization, and other characteristics of all existing and proposed public and private streets, alleys, parking areas, trails, sidewalks, and circulation systems.
- **Parking plan** consistent with the requirements of SMC 14.235.110