



# 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
- List of all property owners within 300'** of the subject property  
See Adjacent Property Owners List Handout
- Written narrative**, which includes the following:
  - Detailed description of the proposed action
  - 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 – *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
- SEPA Checklist**, if applicable – *2 copies*
- Drainage report**, if applicable – *2 copies*
- 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 Control Certification** and impact studies, if applicable – *2 copies*
- Applicant's Proposal Assessment Form** for Compliance with Design Standards & Guidelines
- Six (6) sets of **Project Plans**  
Prepared by a professional Land Surveyor or 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, adjacent streets, and adjacent properties
  - Legal description of the subject property and existing lots, tracts, or parcels, including easements
- 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



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- **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.
  - 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 five (5) feet, with elevations labeled and referred to by datum identification
- **Building Plan(s)**, showing the following:
  - **IF DEFERRING DESIGN REVIEW UNTIL BUILDING PERMIT APPLICATION:** Existing buildings, proposed building pads or envelopes, and a description of the maximum floor areas and proposed categories of use
  - **IF SUBMITTING FULL BUILDING PLANS:** Size, location, elevation, architectural detail and character of any existing and proposed structures or improvements for design review
- **Utility Plan(s)**, showing the following:
  - Existing and proposed utilities on and adjacent to the site
  - Location, size, and invert elevation of sanitary, storm, and combined sewers
  - Location and size of water mains
    - ✓ *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, and street lights
- **Landscape plan(s)**  
Stamped by a Landscape Architect or Certified Nurseryman. 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