



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

CONDITIONAL USE SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Conditional Use Permit Application
- Land Use Application Form
- Detailed **Description of Proposal**
- Letter** describing how the proposal meets all applicable criteria in Title 14 SMC.
- SEPA Checklist**
- Critical Areas Review** (if applicable. Refer to Critical Areas Regulations in SMC 14.265)
 - Letter from qualified professional stating no critical areas exist on the site
 - Critical areas report
- Five (5) copies of a **site plan** with the following requirements:
 - 22" x 34" in size, folded to 8½" x 11".
 - Drawn to 1" = 20' or 1"=40' scale.
 - Plan must include a North arrow and the date of preparation.
 - Show location of all structures (existing and proposed), property lines, streets and alleys.
 - Include all dimensions for lots, structures, and setbacks.
 - Show all critical areas and required buffers, if present.
- Landscape plans**, if applicable.
- Compact disc with a .pdf of each plan sheet
- Mailing labels all property owners within 300'** of the subject property (2 sets), & affidavit See Adjacent Property Owners List Handout.

Note: Additional information may be required to process your application, depending upon the nature of the conditional use being requested.