



CODE INTERPRETATION REQUEST SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20')**.

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| <ul style="list-style-type: none"><input type="checkbox"/> Permit Application Form<input type="checkbox"/> Submittal Fee: \$745.00<input type="checkbox"/> Letter to the Director:
Clearly indicate the Development Code provisions (provide a reference to Chapters, Sections and Page Numbers and specific text) that you wish to have interpreted. Accurately and clearly describe any circumstances that may clarify your request for interpretation.

<i>Please note: A request for interpretation of the Development Code is not intended to replace a pre-application conference for a specific project or to replace the variance, special use or reasonable use application requirements.</i> | <ul style="list-style-type: none"><input type="checkbox"/> Critical Areas Worksheet (if the request is site specific).<input type="checkbox"/> Site Plan – two (2) copies to clarify your request and drawn approximately to scale, such as 1" = 20' minimum size 11" x 17" paper.<ul style="list-style-type: none">• Graphic scale and north arrow.• Property lines with dimensions.• Centerline of adjacent streets, alleys or roads and their names.• Any information that will clarify the request. |
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Fees effective 1/2019

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

OTHER PERMITS THAT MAY BE REQUIRED:

Building Permit
Site Development

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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1/2019