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.

- **Permit Application**
  - Submittal Fee: $204.00
- **Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- **Site Plans – Two (2) copies.**
  - Site address
  - Name, address, and phone number of the person who prepared the drawing.
  - North arrow.
  - General representation of the property including property lines, building(s), driveway, etc.
  - Location of all critical areas and buffers on or adjacent to the site.
  - Location and size of all conifers over 24.8 inches in circumference or 8” in diameter and deciduous over 37.2 inches in circumference or 12” in diameter at 4 feet 6 inches above ground.
  - Identification of significant trees to be removed, trees to be retained, and location of replacement trees.
- **Tree Retention Calculation Worksheet**

Fees effective 1/2020

**NOTE:** Please be sure that all drawings are clear and information is legible. No pencil drawings will be accepted. Applications are not accepted after 4:00 pm.

The Development Code (Title 20) is located at [CodePublishing.com](http://www.codepublishing.com)