



# SPECIAL USE 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 site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- Permit Application**
- Submittal Fee:**
  - \$15,530.00
  - Public hearing fee - \$3,723.00
  - SEPA checklist review –
    - Multi-family/commercial - \$4,787.00
    - Single Family - \$3,191.00
- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Special Use Permit Criteria** attached for review.  
Describe how the proposed use complies with the “Decision Criteria”.
- Pre-Application Meeting Date:**  
\_\_\_\_\_ (ask for handout).  
A pre-application meeting with the City is required to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**
- Neighborhood Meeting Report Date:**  
\_\_\_\_\_ (ask for handout).  
A summary of the neighborhood meeting.
- Detailed Description of Special Use –**  
Please provide detailed information describing the use of the property if this application for special use is approved. This information should include details of any new construction (building size, height, floor area, hardscape coverage, etc), number of employees, hours of operation and principal and secondary activities. Where new construction is anticipated, you should also provide a conceptual sketch and a project timeline and identify any permits you will be applying for.
- Proof of Legal Lot –** Please provide proof that the property was created in accordance to the subdivision rules of the State of Washington. A legal lot is one that was created by a formal or short subdivision; or if property was created before October 1, 1972. (If created by a recorded short plat, a five-year interval must occur before your parcel may be eligible to be platted again). Please provide a copy of the recorded short plat, plat, or lot line adjustment or a copy of legal conveyance (deed, real estate contract), whichever is applicable.
- Certificate of Water Availability –** Required
  - Ronald Wastewater (deferred to permit review)
  - The Highlands (206) 362-2100
- Certificate of Water Availability –** Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.
  - City of Seattle Public Utilities (206) 684-5800 or online at <http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>
  - North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>
  - Highlands (206) 362-2100.
- Environmental Checklist – two (2) copies** required. The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.

**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**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 | Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

- **Site Plans – four (1 reduced - maximum 11” x 17” and 3 full size) copies** drawn to an engineering scale (e.g. 1” = 20’). Permit applications for co-locations only may not require as detailed of a site plan.
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location, identification and dimensions of all proposed and existing buildings and their uses.
  - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
  - Dimensions of all property lines.
  - Building/structure setbacks from front, side, and rear property lines.
  - Buildings within 50’ of the proposed structure.
  - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
  - Location of existing parking spaces, include traffic flow and all internal walkways.
  
- **Vicinity Map** – Submit **one (1) copy** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1” = 100’), that shows the following information:
  - Graphic scale and north arrow.
  - Name, address and telephone number of the person who prepared the drawing, together with a drafting date.
  - The exact boundaries of the subject property and the footprint and location of any buildings on the property.

- The exact boundaries and zoning of all properties within a 500’ radius of the perimeter of the proposed rezone site.
  - The location, width and name of all public and private roads in the vicinity of the project site.
  - The footprint and location of any buildings on properties in the vicinity of the project site.
  - Significant topographic features such as creeks, rivers, wetlands, drainage swales, steep slopes, etc.
  - The name and location of any public parks, libraries and similar facilities in the vicinity of the project site.
- **Notice Materials**
- Provide required notice materials consisting of:
    - **Two (2) sets** of mailing labels for all property owners within 500’ of any boundary of the subject property.
    - A copy of the mailing label list.
    - A copy of the Assessor’s map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit intake/Neighborhood Meeting for a fee of \$199.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

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.**

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