



DEVELOPMENT AGREEMENT 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:** \$25,500.00 (\$204.00 hourly rate, 125-hour minimum).
Public Hearing: \$3,876.00

- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.

- Development Agreement Criteria – three (3) copies** (attached)
- Describe in detail how the proposed use complies with the Decision Criteria.

- Development Agreement Contents – three (3) copies:** A development agreement shall set forth the development standards and other provisions that shall apply to govern and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement (RCW36.70B.170). Each development agreement approved by the City Council shall contain the development standards applicable to the subject real property. For the purposes of this section, “development standards” includes, but is not limited to:
1. Project elements such as permitted uses, residential densities, and nonresidential densities and intensities or building sizes;
 2. The amount and payment of impact fees imposed or agreed to in accordance with any applicable provisions of State law, any reimbursement provisions, other financial contributions by the property owner, inspection fees, or dedications;
 3. Mitigation measures, development conditions, and other requirements under Chapter 43.21C RCW;
 4. Design standards such as maximum heights, setbacks, drainage and water quality

requirements, landscaping, and other development features;

5. Affordable housing units;
6. Parks and open space preservation;
7. Phasing of development;
8. Review procedures and standards for implementing decisions;
9. A build-out or vesting period for applicable standards;
10. Any other appropriate development requirement or procedure;
11. Preservation of significant trees; and
12. Connecting, establishing, and improving nonmotorized access.

Legal Description of Subject Property

- Building Elevations:** All sides of structure

- Site Plans – three (2 reduced - maximum 11" x 17" and 1 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for interior work only may not require a site plan.
- Graphic scale and north arrow.
 - Name, address and telephone number of the person who prepared the drawing, and a drafting date.
 - Dimensions of all property lines to match legal description.
 - Setbacks from property lines: front, side, and rear of existing and proposed structures.
 - All existing and proposed building footprints, fences, and any other structures on the subject lot.
 - All structures and zoning on adjacent lots within 50' of property lines.
 - Type, location, and dimensions of existing and proposed easements, all existing and proposed driveways and internal circulation roads.
 - Topography at 2 foot contour intervals.
 - Adjacent streets.
 - Critical Areas: Geologic Hazards, Fish and Wildlife Habitat, Wetlands, Flood Hazard, Aquifer

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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Recharge, Streams on site and within 150' of the property.

- All driveways and internal roads.

- **Vicinity Map** – Submit **three (3) copies** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1' = 100'), that shows the following information within 500' of the site.
 - Graphic scale and north arrow.
 - The location and name of all public and private roads.
 - The name and location of any public parks, libraries and similar facilities in the vicinity of the project site.
- **Environmental Checklist** – **three (3) copies** required if not categorically exempt (SMC 20.30.55). The checklist should be completed in

ink, or printed, and signed by the applicant. All questions should be answered.

Fees effective 1/2020.

Other information related to the Conditional Use may be required as needed to review application.

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