



LAND USE APPLICATION ZONING PERMIT

COMMUNITY & ECONOMIC DEVELOPMENT

18204 59 Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

FOR AGENCY USE	Date:	File:	Fee: \$
PERMIT TYPE			
Type of Zoning Permit	<input type="checkbox"/> Binding Site Plan (< 9 lots) <input type="checkbox"/> Boundary Line Adjustment <input type="checkbox"/> Cottage (≤19 Units) <input type="checkbox"/> Forest Practice <input type="checkbox"/> Multi-Family (≤19 Units) <input type="checkbox"/> Short Plat Preliminary <input type="checkbox"/> Short Plat Final <input type="checkbox"/> Site Plan Review (<4 ac.) <input type="checkbox"/> Special Event	Required Submittals (Check All That Apply)	<input type="checkbox"/> Auxiliary Sheet <input type="checkbox"/> Shoreline Substantial <input type="checkbox"/> Design Review – Admin. <input type="checkbox"/> Design Review – Board <input type="checkbox"/> SEPA <input type="checkbox"/> Traffic – City <input type="checkbox"/> Traffic – County <input type="checkbox"/> Traffic – State
SITE INFORMATION			
Site Address (Use block # if no bldg. #)		Tax Parcel ID Number(s)	
Acreage & Square Footage Of Property		Zoning Classification	
Water Supply	Current	Proposed	Use Classification No.
Existing Use of Property		Sewer Supply	Current
On-Site Critical Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Critical Area Type (e.g. wetland, steep slope, etc.)	Proposed
Has Site Been Logged in Past 6 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will Site Be Logged as Part of This Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OWNER		APPLICANT	CONTACT
Name			
Full Address			
Phone Number			
E-mail			
Relationship of Applicant to Property (check one)	<input type="checkbox"/> Owner	<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> Lessee
			<input type="checkbox"/> Other: _____
PROJECT ARCHITECT		PROJECT ENGINEER	PROJECT SURVEYOR
Name			
Full Address			
Phone Number			
E-mail			

PRELIMINARY SHORT PLAT & BINDING SITE PLAN APPLICATION ONLY	
Project / Plat Name	
Total No. of Proposed Lots	
Total Number of Proposed Units	
By Dwelling / Use Type	Single Family
	Two Family
	Multi-Family
	Commercial
	Industrial
Has this property been subdivided, or has application for subdivision been made, within the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Provide Applicant Name & Plat Name	
FINAL SHORT PLAT APPLICATION ONLY	
Date Preliminary Plat Approved	
Improvements have been:	<input type="checkbox"/> Built <input type="checkbox"/> Bonded <input type="checkbox"/> Some Built, Some Bonded <input type="checkbox"/> Other:
SHORELINE DEVELOPMENT ONLY (Required for all Development Within or Adjacent to a Shoreline)	
Will this Proposal be a Substantial Development as Defined in AMC §20.93?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shoreline Environmental Designation (if yes)	
FOREST PRACTICE (For Clearing >10,000sf) <u>AND</u> MITIGATION FOR SIGNIFICANT TREE REMOVAL (All Applications)	
Associated Land Use Permit No	
Number of Significant Trees to be Harvested	
Total Acreage to be Harvested	
Is there a Current Development Moratorium on the Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Forest Land Conversion	<input type="checkbox"/> Class IV – General <input type="checkbox"/> Class IV – Special _____
Significant Tree Mitigation Options (A, B, or C)	
Will Significant Trees be Removed During any Phase of this Proposed Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A) Number of Trees to be Replanted On-Site (3:1 Ratio)	
<u>OR</u> Date Completed	(For Agency Use Only)
B) Number of Trees to be Replanted Off-Site (3:1 Ratio)	Location:
<u>OR</u> Date Completed	(For Agency Use Only)
C) Tree Mitigation In-Lieu Fee	(# of Harvested Trees) _____ X (3) X (Tree Cost) = _____
	Date Paid
	Receipt No

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Arlington Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT _____, Washington on this date: _____

Applicant's Signature: _____

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT _____, Washington on this date: _____

Owner's Signature: _____

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: _____ Signature: _____

Address: _____ Phone: _____

2) Name: _____ Signature: _____

Address: _____ Phone: _____

3) Name: _____ Signature: _____

Address: _____ Phone: _____



AUXILIARY SHEET BINDING SITE PLAN ZONING PERMIT

18204 59th Avenue NE • Arlington, WA 98223 • 360.403.3551
Office Hours: Monday – Friday 8AM to 5PM (Closed Holidays)

INSTRUCTIONS

Table I below is a checklist of items that must be submitted as part of your miscellaneous permit application for a binding site plan. Table II below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call our department main line listed above.

No appointment is necessary for application submittal but it is highly encouraged.

TABLE I - CHECKLIST

- (1) CD-R with Individual PDFs of Each Item Listed Below ↓
- (1) Vicinity Map (on 8½" X 11")
- (1) Written Narrative (Description of Proposal)
- (2) Existing and Proposed Legal Descriptions
- (2) Lot Closures
- (1) Public Notice Materials

SITE PLANS (see Table II)

- (2) 18" X 24"
- (2) 11" X 17"

REPORTS

- (2) State Environmental Policy Act (SEPA) Checklist
- (2) Traffic Impact Analysis (including WSDOT and SNOCO Traffic Officers)
- (2) Critical Areas / Wetlands Assessment Report
- (2) Stormwater Drainage Report
- (2) Geotechnical Report
- (2) Current Plat Certificate / Title Report (dated ≤ 30 days from date of application submittal)
 - Include names and addresses of all persons, firms, or corporations whose consent is necessary to dedicate land for public usage
 - Include all easements or other encumbrances to the land proposed for subdivision
- (2) Covenants, Conditions, & Restrictions (Reference on Site Plan Sheet)
- (2) Deed of Record for the Land Included in the Binding Site Plan
- (1) Real Estate Excise Tax Affidavit from Snohomish County Treasurer (verifying all taxes are current)
- (1) Signed & Notarized Statements by all Parties Having an Interest in the Land Who Have Authorized the Applicant to Sign the Plat in their Behalf.

UTILITY

- (1) Utility Service Availability Letter – City of Arlington; OR
- (1) Utility Service Availability Letter – City of Marysville

TABLE II –PLAN SHEET REQUIREMENTS

COVER SHEET

- Title Block (centered at top of drawing) that includes the following:
 - City of Arlington
 - Name of Proposed Binding Site Plan
 - File No. (city assigned)
 - Section, Township, & Range
- Site Information:
 - Site Address (use block # if no bldg. #)
 - Legal Description of Entire Lot
 - Legal Description of Any Area for Dedication
 - Reference to Other Covenants, Joint Use, Access Easements, or Other Agreements
 - Zoning Classification
 - Airport Protection District Subdistrict Avigation Easement
 - Density & Dimensional Calculations
 - Total Number of Proposed Lots
 - Size of Each Lot (both in acreage and square feet)
 - Screening Types Provided (indicate for each lot line)
 - Utility Provider (Sewer & Water)
 - Critical Area Types Located On-Site
 - Shoreline Classification (If Applicable)
 - Reference private Covenants, Conditions, & Restrictions, if any
- Sheet Index
- Date Plans Were Prepared and/or Revised
- Vicinity Map (Include North Arrow, Scale, and pinpoint site location)
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, & Engineer
- Name, Address, Phone Number, Seal, & Signature of the Registered Surveyor
- Signature Blocks

EXISTING CONDITIONS SHEET

- Title Bar (locate along right edge of sheet) that includes the following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- North arrow, graphic scale, and date plan was prepared
- Topography at 2-foot contour intervals, or other intervals if not available from a public source on and within one hundred (100) feet of the site
- Watercourses (streams, rivers, etc.) on and within one hundred (100) feet of the site
- Center of stream on and within one hundred (100) feet of the site surveyed for all on-site water courses with Professional Land Surveyor Stamp and signature
- FEMA designated floodplains, flood fringe, or floodway on and within one hundred (100) feet of the site, if applicable
- Designated shoreline areas on and within one hundred (100) feet of the site, if applicable
- Water bodies and known wetlands on and within one hundred (100) feet of the site
- Delineated wetland(s), if applicable
- Critical slopes and hazard areas on and within one hundred (100) feet of the site, if applicable

- Significant wildlife habitat or vegetation on and within one hundred (100) feet of the site
- Significant historic sites on and within one hundred (100) feet of the site
- Layout, square footage and dimensions of all parcels
- Location(s) of any existing building(s) on the site and use
- Location and width of existing easements for access, drainage, utilities, etc.
- Name, location and width of existing rights-of-way
- Name, location, width and surfacing material (e.g., gravel, asphalt or concrete) of roadways and easements (private and public)
- Location of existing driveways and those driveways across the street to include distance between driveways and roadways (edge to edge)
- Location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site
- Transit routes and stops within 500 feet of the development site
- Location and direction to nearest fire hydrant
- Location of existing sewer and water systems
- Location of existing septic and well systems

SITE PLAN SHEET

- Title Bar (locate along right edge of sheet) that includes the following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- North Arrow, Graphic Scale, and date plan was prepared
- Wetland, stream, steep bank buffer areas/protected areas and planned enhancement areas
- Configuration and dimensions of the project boundaries, proposed lots and tracts, including proposed park, open space, and/or drainage tracts or easements
- Dimensions (location and width) of all proposed easements, including: access, drainage, utilities, etc.
- Location (i.e. dimensions from property lines) of any existing buildings to remain on the site to include approximate square footage. For all structures, include the number of stories, construction type (e.g., metal, wood, concrete block, etc.) and proposed uses.
- Location and width of all road rights-of-way
- Pedestrian and transit facilities
- Location and width of proposed pedestrian and bicycle improvements other than those in standard locations within road rights-of-way
- Location, width (e.g., curb to curb distance) and surface material of all proposed roadways (private and public), provided by drawing and typical cross section
- Location of all road segments that are either on the site or within 500 feet of the site which are being proposed for site access
- Location, width and surface material of off-site roads which will provide access to the site within 500 feet of the site
- Location and width of proposed driveways, including driveway site distance triangles
- Layout of proposed structures including square feet
- Location and Screening of Refuse Bin(s)

Landscaping Plan Sheet

- Title Bar (locate along right edge of sheet) that includes the following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- North Arrow, Graphic Scale, and date plan was prepared
- Boundaries and dimensions of the property
- Adjacent public and private streets
- Location of on-site buildings
- Location of on-site parking
- Location and size of landscape areas
- Location of significant trees
- Location of water source (s)
- Location of all public utility lines and services
- Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains
- Plant schedule of common and scientific names of species, minimum tree calipers at time of planting, and quantity of each species
- Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting
- Information on the plan as to how the landscaping will be maintained, such as type of irrigation system or native plants

Conceptual Utility/Site Grading Plan

- Prepared in accordance with the City's comprehensive plans, engineering standards or ordinance requirements inclusive of adequate horizontal and vertical information to insure that utilities can be constructed consistent with the binding site plan layout and the location of other utilities other than those provided by the City.
- Location of all proposed drainage, utilities, etc.