



# LAND USE APPLICATION ZONING PERMIT

## COMMUNITY & ECONOMIC DEVELOPMENT

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

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

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 §20.92.010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shoreline Environmental Designation (if yes)	
Are you requesting a Shoreline Variance as allowed under AMC §20.92.130?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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

## BOUNDARY LINE ADJUSTMENT

### ZONING PERMIT

18204 59 Avenue NE • Arlington, WA 98223 • Main Line 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 zoning permit application for a boundary line adjustment. 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.

All Boundary and Topographic Surveys must be prepared by—or under the supervision of—a professional land surveyor registered in the State of Washington.

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) Written Narrative (description of proposal)

#### SITE PLANS (see Table II)

- (3) 18" X 24"
- (1) 11" X 17"

#### REPORTS

- (2) Lot Closures
- (2) Plat Certificate/Title Report (dated ≤ 30 days from date of submittal)

#### 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 sheet) That Includes the Following:
  - City of Arlington
  - Name of Proposed Boundary Line Adjustment
  - File No. (call for correct number)
  - Section, Township, & Range
  - Site Street Address (use block # if no bldg. #)
- Title Bar (locate at bottom or along right edge of sheet) That Includes the Following:
  - County Auditor's Certificate Block
  - Land Surveyor's Certificate Block
    - Include Registered Surveyor Seal
    - Include Statement That Map is True and Correct Representation of Lands Surveyed in Accordance with City and State Law
    - Include Statement That All Lot Corners Have Been Found and Staked
    - Include Name, Address, Phone Number, & Signature of Registered Surveyor
  - Name, Address, & Phone Number of Applicant
  - Date Map Was Prepared and/or Revised
- Site Information:
  - Declaration Block with Lines for Each Owner's Signature
  - Acknowledgement Block for Certified Notary Block for Each Owner's Signature
  - Recording Block(s) for County Approvals
  - Approval Block for City:
    - City of Arlington Department of Community & Economic Development  
Approved this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_.
  - \_\_\_\_\_

Paul Ellis, Director
  - Existing Legal Descriptions for Each Lot
  - New Legal Descriptions for Each Lot
  - Legal Description for Area of Conveyance
  - Legal Description of All Easements, Driveways, Tracts, Dedications, and Rights-of-Way with Purpose
  - Surveyor Notes (if applicable)
  - Scaled Vicinity Map (include north arrow, scale, pinpoint site location, & label all roads w/in ½ mile of site)

**SITE PLAN SHEET (USE SCALE OF 1' = 50' OR LARGER)**

- Title Bar (locate at bottom or along right edge of sheet) That Includes the Following:
  - Include Registered Surveyor Seal
  - Include Name, Address, and Phone Number of Registered Surveyor
  - Include Name, Address, and Phone Number of the Applicant
- Existing Lot Lines Including Lot Line Dimensions in Feet and Hundredths for Total Area Being Adjusted
- Proposed Lot Lines Including Lot Line Dimensions in Feet and Hundredths
- Perimeter of Area of Conveyance in Feet and Hundredths AND Total Square Footage of Area to Be Conveyed
- Existing & Proposed Lot Acreage and Square Footage for Each Lot
- Lot Number/Letter and Tax ID Number for Each Lot
- Location and Dimensions in Feet and Hundreds of all Existing and Proposed Easements, Driveways, Tracts, Dedications, and Rights-of-Way with purpose
- Location of All Existing Structures with Dimensions From Existing and Proposed Lot Lines
- Location of Existing and Proposed Utility Lines, Sewer Lines, and Water Mains (below & above ground)
- Location of Existing and/or Proposed Ingress/Egress to Each Lot from a Public Right of Way
- Delineation of Existing Environmental Critical Areas