

# LAND USE APPLICATION



## LAND USE REQUEST ADMINISTRATIVE OR HEARING EXAMINER COMMUNITY & ECONOMIC DEVELOPMENT

18204 59<sup>th</sup> 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>REQUEST TYPE</b>			
<b>Type of Land Use Request</b>	<input type="checkbox"/> Appeal <input type="checkbox"/> Critical Area Protection Easement <input type="checkbox"/> Permit Extension <input type="checkbox"/> Permit Modification - Minor <input type="checkbox"/> Permit Modification – Major <input type="checkbox"/> Utility Service <input type="checkbox"/> Variance <input type="checkbox"/> Code Interpretation	<b>Required Submittals</b> (Check All That Apply)	<input type="checkbox"/> Land Use Request Submittal Requirements Checklist <input type="checkbox"/> Required Submittal Items
<b>SITE INFORMATION</b>			
<b>Project Name</b>			
<b>Site Address</b> (Use block # if no bldg. #)		<b>Tax Parcel ID Number(s)</b>	
<b>Property Acreage</b>		<b>Zoning Classification</b>	
<b>Property Square Feet</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>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>			

APPEALS			
Original or Associated Land Use File Number		FOR AGENCY USE	Date & Time of Submittal
Date of Original Decision			
CRITICAL AREA PROTECTION EASEMENT			
Buffer Averaging Proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Buffer Reduction Proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NGPA Fence Requirements Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NGPA Signage Requirements Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PERMIT EXENTIONS			
Land Use File Number		FOR AGENCY USE	Date & Time of Submittal
Date of Decision			
PERMIT MODIFICATIONS			
Original or Associated Land Use File Number		FOR AGENCY USE	Date & Time of Submittal
Date of Original Decision			
UTILITY SERVICE EXTENSION			
County ROW Permit Submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Snohomish County Permit Number	
Extension Agreement Submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water / Sewer Availability Submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
VARIANCES			
Does the variance constitute a grant of special privilege inconsistent with the limitation upon uses or other properties in the vicinity and zone in which the property on behalf of which the application was filed and located?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the variance necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located?			<input type="checkbox"/> Yes <input type="checkbox"/> No
The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.			<input type="checkbox"/> Yes <input type="checkbox"/> No
CODE INTERPRETATION			
Zoning Map	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description	
Lot Line Boundaries	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description	
Floodway or Floodplain Boundaries	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description	
Code Language	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description	

**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: \_\_\_\_\_



# City of Arlington

18204 59<sup>th</sup> Avenue NE  
 Arlington, Washington 98223  
 (360) 403-3551

Received  
 Stamp

## Land Use Request – Submittal Requirements Community Development Director or Hearing Examiner Decision

➤ **The number indicates the item is required for submittal and the number of copies required**  
 ➤ **• Indicates the item shall, upon request, be required for submittal**

Related Permit Number: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_

Submittal Requirements	Complete Submittal Item?			Appeal	Critical Area Protection Easement	Major Permit Modification	Minor Permit Modification	Permit Extension	Plat Alteration	Utility Service Agreement	Variance
	Yes	No	N/A								
<b>General Application:</b>											
Land Use Application Form & Submittal Checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1		1
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	•	•		•		
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	•	•		•		
Public Notice Materials <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		2			1		2
Review Fee <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
USB Flash Drive with PDF's of Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
<b>Site Plans:</b>											
Site Plan or Revised Plat Map <sup>3</sup> (For Recording 18" x 24")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	2	2		2		2
Reduced Plan Sets (11x17) - All Above Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	2	2		2		2
Recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	1	1		1	1	•
<b>Environmental information:</b>											
SEPA Checklist <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								•
Cascade Industrial Center Modified SEPA Checklist <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								•
Critical Area / Wetland Report or Critical Areas Evaluation <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2						•

**NOTES:**

1. See Public Notice Materials Requirements
2. See the City of Arlington Adopted Fee Schedule.
3. See Site Plan or Subdivision Site Plan Requirements.
4. See the SEPA Checklist Requirements for Categorical Exemption Thresholds. If not exempt, then required.
5. All projects within the Cascade Industrial Center shall submit the CIC Modified SEPA Checklist. Public Notice Material is not required, as no Public Noticing is required with this checklist.
6. See Critical Area Evaluation to determine the type of report required.

All supplemental forms, checklists or requirements can be found at  
<http://www.arlingtonwa.gov/269/Applications-Forms>

**FOR CITY USE ONLY**

This application is complete.

This application is incomplete. See items noted above.

• The City of Arlington may require additional information. The applicant will be notified in writing if additional information is necessary.

These submittal requirements are for the City of Arlington permits only. Additional permits may be required by federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.

\_\_\_\_\_  
 Community Development Representative

\_\_\_\_\_  
 Date



# SITE PLAN CHECKLIST

## COMMUNITY & ECONOMIC DEVELOPMENT

18204 59<sup>th</sup> Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

### COVER SHEET

- Title Block (centered at top of drawing) that includes the following:
  - City of Arlington
  - Name of Proposed Development
  - File No. (call for correct number)
  - Section, Township, & Range
- Site Information:
  - Site Address (use block # if no bldg. #)
  - Zoning Classification
  - Airport Protection District Subdistrict
  - Use Classification (from AMC 20.40)
  - Legal Description
  - Tax Parcel ID Number
  - Density & Dimensional Calculations
    - Lot(s) Size (both in acreage and square feet)
    - Lot Dimensions (length, width)
    - Lot Number Labels (if applicable)
    - Number of Lots (if applicable)
    - Proposed Residential Density (if applicable)
    - Building Setback (for existing, proposed, & relocated bldgs. on site)
    - Building Height (for existing, proposed, & relocated bldgs. on site)
    - Total Lot Coverage (impervious surface)
  - Recreational & Open Space Calculations (if applicable)
  - Adjacent Street Names & Classifications
  - Required Parking Space Calculations (required & proposed)
  - Required Bicycle Rack Spaces
  - Screening Types Provided (indicate for each lot line)
  - Utility Provider (sewer & water)
  - Critical Area Types Located On-Site and Associated Buffers (if applicable)
  - Shoreline Classification (if applicable)
  - FEMA Flood Zone Designation (if applicable)
- Sheet Index
- Date Plans Were Prepared
- Vicinity Map (Include North Arrow, Scale, and pinpoint site location)
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, Engineer, Surveyor, & Landscape Architect

## **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 (1" = 50' or larger) and Legend
- Existing Lot Lines Within or Adjacent to the Project Site
- Existing and Proposed Rights-of-Way (include dimensions & street name)
- Existing and Proposed Easements (include dimensions)
- Existing Critical Area Boundaries and Associated Buffers On-Site and Within 150ft. of Site per AMC 20.93
- Existing and Proposed Native Growth Protection Areas
- Building (whether proposed, expanded, retained, or relocated) Setbacks From All Lot Lines
- Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- Building Elevations (all sides for proposed or expanded buildings only – color renderings preferred)
- Parking Stall, Loading Stall, Driveway, & Isle Locations & Dimensions
- Refuse Bin Location (including screening details)
- Lighting Details (building exterior, site, & parking area)
- Site Ingress/Egress (existing and/or proposed)
- Frontage Improvements with Dimensions (if required)
- Proposed Right-of-Way Dedication (include dimensions & square footage)
- Adjacent Parcels with Parcel Numbers

## **LANDSCAPE PLAN SHEET**

- Title Bar (locate along right edge of sheet) that includes the following:
  - Date Drawing was Prepared or Revised
  - Project Name & Location
  - North Arrow and Graphic Scale
  - Name, Address, & Phone Number of Applicant, Owner, & Landscape Architect
- Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
- Tree, Shrub, and Lawn Planting Details
- Location and Spacing of all Trees, Shrubs, and Plants (including existing trees to be preserved)
- Irrigation Details (if required)
- Parking Area Shading Calculation (see AMC 20.76.130)
- Dimensions and Square Footage for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
- Percentage of Total Lot Landscaping
- Location of Existing Significant Trees (signify which significant trees will be removed)
- Location of Where Replacement Trees are to be Planted (if applicable)
- Table including the Number of Trees and Species to be Removed



**LAND DIVISION  
SITE PLAN CHECKLIST  
COMMUNITY & ECONOMIC DEVELOPMENT**

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**COVER SHEET**

- Title Block (centered at top of cover sheet) that includes the following:
  - City of Arlington
  - Name of Proposed Subdivision
  - File No. (call for correct number)
  - Section, Township, & Range
- Title Block (right side of cover sheet) that includes the following:
  - Company Name and Contact Information who Prepared the Plans
  - Date Plans were Prepared or Revised
  - Stamp and Signed by Land Surveyor
  - Name of Proposed Subdivision
  - Company Job Number
  - Company Name of Drawing
  - Sheet Number
- Site Information:
  - Site Address (use block # if no bldg. #)
  - Legal Description of Existing Lots(s)
  - Legal Description of Proposed Lot(s)
  - Legal Description of Area of Conveyance
  - Legal Description of Any Area for Dedication
  - Zoning Classification
  - Airport Protection District Subdistrict
  - Use Classification (from AMC 20.40)
  - Legal Description
  - Tax Parcel ID Number
  - Density & Dimensional Calculations
    - Lot(s) Size (both in acreage and square feet)
    - Lot Dimensions (length, width)
    - Lot Number Labels (if applicable)
    - Number of Lots (if applicable)
    - Proposed Residential Density (if applicable)
    - Building Setback (for existing, proposed, & relocated bldgs. on site)
    - Building Height (for existing, proposed, & relocated bldgs. on site)
    - Total Lot Coverage (impervious surface)
  - Recreational & Open Space Calculations (if applicable)
  - Adjacent Street Names & Classifications
  - Required Parking Space Calculations (required & proposed)

- Required Bicycle Rack Spaces
- Screening Types Provided (indicate for each lot line)
- Utility Provider (sewer & water)
- Special Districts: School and Fire
- Critical Area Types Located On-Site and Associated Buffers (if applicable)
- Shoreline Classification (if applicable)
- FEMA Flood Zone Designation (if applicable)
- Endorsements
- Conditions, Covenants, & Restrictions of the Plat (if applicable)
- Sheet Index
- Legend
- Name, Address, Phone Number, Email Address of Owner, Applicant, Engineer
- Name, Address, Phone Number, Seal, Signature of the Registered Surveyor

### **SITE PLAN SHEETS**

- Title Bar (locate along right edge of sheet) that includes the following:
  - Company Name and Contact Information who Prepared the Plans
  - Date Drawing were Prepared or Revised
  - Stamp and Signed by Land Surveyor
  - Project Name & Location
  - Company Job Number
  - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- North Arrow, Graphic Scale (1" = 50' or greater)
- Legend
- Existing Configuration, Location, and Dimensions of each Proposed:
  - Existing Lot Lines Within or Adjacent to the Project Site
  - Existing Project Boundaries
  - Existing Lots and Tracts
  - Existing Parks and Open Space
  - Existing Stormwater Drainage Tracts
  - Existing Rights-of-Way (include dimensions & street name)
  - Existing Easements (include locations & dimensions)
  - Existing Critical Area Boundaries & Associated Buffers On-Site & Within 150ft. of Site per AMC 20.93
- Proposed Configuration, Location, and Dimensions of each Proposed:
  - Proposed Lot Lines Within or Adjacent to the Project Site
  - Proposed Project Boundaries
  - Proposed Existing Lots and Tracts
  - Proposed Parks and Open Space
  - Proposed Stormwater Drainage Tracts
  - Proposed Rights-of-Way (include dimensions & street name)
  - Proposed Easements (include locations & dimensions)
  - Proposed Critical Area Boundaries & Associated Buffers On-Site & Within 150ft. of Site per AMC 20.93
- Existing and Proposed Right-of-Way (ROW)
  - Frontage Improvements with Dimensions
  - Dedication of Right-of-Way with Dimensions (Labeled as "Future Right of Way Dedication")
- Location of Existing and Proposed Utilities



- Water and Sewer Lines Located within the Subdivision
- Water and Sewer Lines Located Adjacent to the Subdivision
- Proposed Surface Stormwater Drainage & Treatment
- Any Wells within the Proposed Subdivision and within 100 feet of the Proposed Subdivision
- On-Site Septic Systems need to be Identified
- Environmental Conditions – Existing and Proposed
  - Wetlands
  - Streams
  - Planned Enhancement Area
  - Critical Area Boundaries & Associated Buffers On-Site and Within 150 feet of the Site per AMC 20.93
  - Native Growth Protected Area (NGPA)
  - Geological Critical Areas
  - Contour Lines in 5 foot Intervals
- Adjacent Parcels with Parcel Numbers
- Numbers or Letters Identified for each Lot
- Parking Stall and Loading Stall Locations & Dimensions
- Refuse Bin Location (including screening details)
- Lighting Details (building exterior, site, & parking area)
- Site Ingress/Egress (existing and/or proposed)
- Driveway and Drive Aisle Locations & Dimensions
- Intersection Site Triangle Dimension
- Parks to be Dedicated to the City
- Buildings On-Site that are to Remain (include existing and proposed setbacks)
- Documented Historic Sites (locations and designations)

**LANDSCAPE PLAN SHEET**

- Title Bar (locate along right edge of sheet) that includes the following:
  - Date Drawing was Prepared or Revised
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  - North Arrow and Graphic Scale
  - Name, Address, & Phone Number of Applicant, Owner, & Landscape Architect
  - Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
  - Tree, Shrub, and Lawn Planting Details
  - Location and Spacing of all Trees, Shrubs, and Plants (including existing trees to be preserved)
  - Irrigation Details (if required)
  - Parking Area Shading Calculation (see AMC 20.76.130)
  - Dimensions and Square Footage for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
  - Percentage of Total Lot Landscaping
  - Location of Existing Significant Trees (signify which significant trees will be removed)
  - Location of Where Replacement Trees are to be Planted (if applicable)
  - Table including the Number of Trees and Species to be Removed