



CITY OF
**MOUNTLAKE
TERRACE**

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SUBMITTAL CHECKLIST FOR LAND USE APPLICATIONS

Application # _____

Date _____

Job Site Address _____

Project Name _____

This submittal checklist identifies minimum application elements pursuant to MTMC 18.05.350 and 19.110.030 necessary for the City to accept many land use applications such as: Binding Site Plan, Preliminary Plat, Short Plat, Boundary Line Adjustment, Variance, Conditional Use, Planned Unit Development, Rezones with a development proposal, Site Plan Review or Minor Site Plan Amendment, Secure Facilities Use, and Shoreline Substantial Development Permit.

This Submittal Checklist does not apply to Home Occupation Permits, Comprehensive Plan or Map amendments, Zoning Text Amendments, Rezones, Temporary Uses, Special Events or Annexation Petitions.

If any of the required items are not provided, the application will not be accepted as complete. *If you believe an item is not applicable to your project, contact the Community & Economic Development Department **prior** to your intake appointment to confirm the item(s) are not required for your proposal.* For any filing requirement that is not submitted explain why it is not being met or does not need to be met (a brief description on the form is acceptable).

CALL 425.744.6267 TO SCHEDULE AN INTAKE APPOINTMENT (REQUIRED).

Req'd	City Check	Applicant Check	Filing Requirement Pursuant to MTMC 19.110.030
			1. Application forms.
X			a. Copy of Preapplication Conference letter (_____).
X			b. This submittal checklist, completed, signed and dated.
X			c. Applications, as applicable, completed, signed and dated _____.
X			d. Written responses to all Consistency with Criteria and/or Supplemental Questionnaire items applicable to each application type.
			2. Fees and deposits.
X			a. Applicable fees paid _____.

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X			b. Deposits, as applicable _____.
			3. All plan sheets, including but not limited to the existing features map, conceptual site plan, and any other plan sheets submitted (excluding architectural plans) shall contain the following items:
X			a. Scale plus bar scale at 20 or 30 feet to the inch. All plan or drawing sheets must be prepared to the same scale (including survey and existing features; architectural sheets excluded).
X			b. North arrow.
X			c. Name of project, drawing title, and site address.
X			d. Name, address, phone, fax number and email address of property owner <i>and</i> applicant <i>and</i> appropriate professional. <i>Clearly label the primary contact person.</i>
X			e. All property lines, fully dimensioned, including bearings.
X			f. Rights-of-way within 100 feet of the site. Label the street names <i>and</i> show the street dimensions.
X			g. Legal Description, including Assessor's Parcel number.
X			h. Benchmark utilized for elevations based on the City's 1991 vertical control.
			4. Existing Features Map including the following items:
			a. Vicinity/area map locating the project site within a 1/2-mile radius. Label main streets.
			b. Curb cuts (driveways), on the site and on <i>both sides</i> of any right-of-way, within 100 feet of the boundaries of the site.
			c. All existing easements on, or adjacent to, the proposed subject site labeled with auditor's recording file number, type and width.
			d. All existing power poles, streetlights, communication poles or utility boxes within 100 feet of the site, labeled. Include overhead power services along street frontage and within site.
			e. Show overhead power from utility pole to structure(s).
			f. All existing utilities on or within 100 feet of the site (including septic tanks, wells, gas, power, cable, telephone, sanitary sewer and storm facilities, water mains and meters). Label type and size, as appropriate.
			g. All existing fire hydrants on site and within 100 feet of the site. Label type of hydrant (written on the fire hydrant).
			h. Existing fire protection system facilities (including Fire Department connection, P.I. (post indicator) valves, DDCV vaults) on the site.
			i. Traffic control devices (including stop signs, no parking signs, yield signs, crosswalks, traffic signals) within 100 feet of the site.
			j. Existing public improvements on both sides of abutting public right-of-way and within 100 feet of the site, including curbs, gutters, sidewalks, roadways, and dropped curbs.

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			k. Existing drainage on and across the site and within 100 feet of the site (includes streams, ditches, swales, etc.).
			l. Existing contours at two (2) foot intervals (unless otherwise required or approved).
			m. Critical areas (streams, wetlands, steep slopes, unique features, other).
			n. All existing significant trees six (6) inches or greater diameter at breast height. Label type and size (reference to tree inventory).
			o. Existing structures and/or improvements on and within 20 feet of the site fully dimensioned. Label the setback of each structure to all property lines of the project site.
			p. Existing structures to be removed from the site and those that are to be demolished (label proposed status).
			q. Existing underground storage tanks. Indicate if they are to be removed from the site and the method of disposal and cleanup.
			5. Proposal
			a. Show locations, dimensions, and setbacks (from <i>all</i> property lines) of all new proposed structures, easements (including width, type, and maintenance responsibilities), and improvements (drive aisles, roadways, utilities).
			b. Show dimension(s) from face of curb(s) to face of building(s).
			c. Architectural elevations of the proposed buildings (if required) at a scale of ¼ inch = 1 foot.
			d. Proposed transportation facilities and public improvements within 100 feet of the site, including: bus stops, right-of-way dedications, driveways, sidewalks, traffic control, roadway improvements.
			e. Conceptual utility layout showing method of water service, fire protection, sewage disposal and storm drainage, detention and bio-filtration, locations of meters, manholes, catch basins, fire hydrants, fire department connections, post indicator (PI) valves, and DDCV vaults.
			f. Location of other utilities proposed on, and within 50 feet of the site, e.g., power, gas, cable TV, telephone. Show proposed PUD vault location.
			g. Proposed disposition of existing utilities, including water, sewer, storm, septic tanks, wells, and underground storage tanks. Label if they will be reconnected, abandoned, removed, demolished, or remain.
			h. Show existing and proposed contours (grading) at two-foot (2') contour intervals. Specify the estimated amount of material, <i>in cubic yards</i> , to be cut, <i>separately from</i> the estimated amount of material to be filled, <u>not</u> the net cut and fill.

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			i. Show the proposed landscaped areas. Label what type and width is required and label proposed (if different). Calculate the square footage for each landscape area. Label which of the existing plants will be retained by type, size and location.
			j. Label the finish floor elevations of structures and spot elevations of improvements, such as parking lot, retaining walls, barrier free spaces, etc.
			k. Show proposed storage tanks, if any.
			6. Documentation
X			a. Title Report (must be current, within the last 90 days).
X			b. Indicate the legal owner of the property. <i>If the applicant, or representative, is other than the legal owner, provide a SIGNED, DATED, AND NOTARIZED letter from the owner indicating knowledge of, and concurrence with, the application. This letter must accompany the submittal.</i>

Requirements in the following section will be determined at the Preapplication Meeting

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			7. Additional requirements identified in Pre-Application Letter:
			a. Proposed lots (for short plats, subdivisions or PUDs) showing all dimensions and areas (lots, rights-of-way, tracts, etc.).
			b. Covenants proposed (CC&R's).
			c. Impervious surface area calculations.
			d. Mailbox(es), type and location, or state whether a post office box will be used.
			e. Street lighting (public or private). Parking lot lighting.
			f. Parking plan fully dimensioned. Label as standard, compact, or barrier free stalls; assign a stall number. Provide grades and elevation for accessible route of travel (at permit stage).
			g. Conceptual site lighting layout/locations.
			h. Special studies: 1) storm drainage study 2) traffic analysis/report 3) geotechnical report 4) wetlands 5) tree inventory/arborist 6) engineering studies for _____ 7) other _____

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			i. Environmental Checklist. Attach any supplementary documents and special studies. Include, on 8-1/2" x 11", the Existing Features Map and the Proposal.
			j. Location(s) of solid waste and recycling storage areas, with dimensions.
			k. Demonstrate compliance with the Americans with Disabilities Act (ADA) and WAC 51-40.
			l. Copies of submittals, approvals, and permits involving other agencies with jurisdiction.
			m. Dedications, deeds and conveyances (indicate need when known or possible).
			n. Lot closure calculations for final subdivision (formal or short plat) application.
			o. For final subdivisions and PUDs, provide survey information per MTMC 17.05.230.
			8. Other
X			a. All submittal materials duplicated and collated into sets. Plan drawings are to be folded to approximately 8-1/2" x 11" and attached to each set of materials (rolled plans ok).
X			b. Electronic version of all submittal materials, including applications.
X			c. An accurate mailing list (on Avery Labels 5160 or 5260) of <u>all</u> property owners <i>within 300 feet of each property line</i> of the project area <i>and</i> , if not an owner occupied property, to the resident. Include mailing addresses for applicant and contact.

I certify that the required items initialed above have been provided in full. I acknowledge that failure to provide any of the information as indicated above will result in suspension of the review. I understand that as review progresses, additional information may be identified, required and that revised plans or appropriate responses must be submitted within 90 days of the request from the City or the application may be considered invalid, MTMC 19.110.040.C. I also understand that additional fees can be assessed after a second incomplete submittal.

Owner

Applicant

Representative

Sign _____

Date _____

Print _____

Date _____