# LAND USE APPLICATION

File Name: _____

File No(s).: _____

Receipt No.: _____ Receipt Date: _____ Received By: _____ Amount.: $ _____

## Instructions for Applicants

**Please read and follow all instructions on your application carefully.** If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

**Specific Type of Land Use Application to be submitted (check all that apply):**

- ☐ Conditional Use Permit
- ☐ Critical Areas Review
- ☐ Environmental Review (SEPA)
- ☐ Landscape Plan Review
- ☐ Lot Line Adjustment / Combination
- ☐ Secondary Dwelling Unit
- ☐ Short Subdivision (Short Plat)
- ☐ Subdivision (Long Plat)
- ☐ Variance
- ☐ Wireless Communication Facility
- ☐ Other (please specify): _____

**Please Print or Type Legibly**

| | | | |
|---|---|---|---|
| **Site Address(es)**: | | | |
| Assessor Parcel Number(s) – (APNs): | | | |
| Zoning: | Comp. Plan Designation: | | |
| **Applicant:** | | | Phone: |
| Address: | | | Cell: |
| City: | State: | Zip: | Fax: |
| E-Mail: | | | |
| **Contact Person**, if different: | | | Phone: |
| Address: | | | Cell: |
| City: | State: | Zip: | Fax: |
| E-Mail: | | | |
| **Property Owner(s),** if different: | | | Phone: |
| Address: | | | Cell: |
| City: | State: | Zip: | Fax: |
| E-Mail: | | | |
| **Description of Proposal:** | | | |

# LAND USE APPLICATION

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. I understand that this application does not constitute approval of permits and/or work to be performed. I certify that I am or represent the owner and am acting with the owner's full knowledge and consent. I further understand that…

**Initials**

_____ … This application applies only to the property for which it is approved and is non-transferable.

_____ … Approval of an application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable standards or regulations. It is the responsibility of the owner / applicant to become aware of the requirements of the BMC. The approval of any plans does not guarantee that all provisions of applicable codes have been met.

_____ … The burden of proof rests with the applicant.

_____ … An application may be amended only in writing.

_____ … Submittal of this application grants the appropriate city officials the right of entry to the project site during reasonable hours.

_____ … Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

_____ … It is the applicant's responsibility to request required inspections a minimum of twenty four (24) hours in advance at (425) 755-5440.

_____ … By submitting this application, I consent to pay any fees incurred for engineering or outside consultant review.

Signature of Owner/Agent:_____ Date: _____

Please Print Name:_____

| FOR CITY USE ONLY | | |
|---|---|---|
| **Date** | **Action / Notes** | **Initials** |
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# LANDSCAPING PLAN

File No./Name: _____

Site Address: _____

An application for a **Landscaping Plan** is complete when it is accompanied by the items below. Additional information may be required during the review process. See Chapter 17.50 BMC for complete requirements and definitions.

Landscape plans are generally required for:

- Landscaping associated with a land use or development permit (i.e. new single-family residence, commercial building, etc.)
- Projects involving 2,000 sq. ft. or more of added or replaced impervious surface for non-single-family-residential uses
- Projects involving 5,000 sq. ft. or more of land disturbing activity
- Projects which involve a critical area or areas with a documented flooding, water quality, or drainage problem
- Modification of 50% or more of an existing landscape or native growth area in a twelve (12) month period

## REQUIRED SUBMITTALS

| | | For Staff Use ONLY | |
|---|---|---|---|
| | | Verified | Waived |
| ☐ | 1. Land Use Application Cover Sheet, with original signature(s). | | |
| ☐ | 2. A site plan, drawn to scale. If the application is associated with a land use or development permit, or is not for a single-family residential use, it must be prepared by a landscape professional. The plan must show: | | |
| | A. Date, scale, north arrow, and vicinity map; | | |
| | B. Address, parcel number(s), and legal description of the subject property; | | |
| | C. Name, address and phone number of the property owner and landscape professional; | | |
| | D. Property dimensions and size; | | |
| | E. Topographic information; | | |
| | F. Description of existing soil type(s); | | |
| | G. Location and dimensions of all existing structures, driveways, and utilities; | | |
| | H. Location and recording number for all easements affecting the proposal; | | |
| | I. Designation of all trees proposed for removal, including diseased or damaged trees, with species and diameter. If diseased or damaged trees are proposed for removal, include a report by a certified arborist; | | |
| | J. Designation of all trees proposed for protection, including tree protection measures (BMC 17.50.320); | | |
| | K. Locations of all existing and new vegetation, including species; | | |
| | L. A legend indicating sizes, quantities, and spacing of all plant material; | | |
| | M. Summary table of site statistics, demonstrating compliance with the minimum landscape area requirements of Chapter 17.50 BMC; | | |
| | N. Planting and maintenance schedule; and | | |
| | O. Location of all critical areas as defined by Title 18 BMC or a statement certifying that there are no critical areas on or adjacent to the site. | | |
| ☐ | 3. Applications associated with a land use or development permit or which have rare, threatened, or endangered plants on site shall include an appraisal completed by an arborist or other individual certified in plant appraisal for all significant trees or rare, threatened, or endangered plants to be protected. The appraisal shall use the Replacement Cost Method described in the current edition of the Council for Tree & Landscape Appraiser's Guide for Plant Appraisal. | | |
| ☐ | 4. One (1) set of reduced copies (no larger than 11x17") of all plans and oversized documents. | | |
| ☐ | 5. Application Fee: $150, unless reviewed as part of a land use deposit application. | | |

**NOTES** 1. A landscape plan is valid from one hundred eighty (180) days from the date of issuance, or with the associated land use or development permit, whichever is later.