



OTHER ADMINISTRATIVE ACTIONS

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Staff Use Only

Label

Date Stamp/Staff Initials

1. Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted.

- Master Application
- Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*
- Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, topographic survey or others. All special reports must be submitted as paper documents and PDF files on a flash drive.

2. Project Description (Provide as much detail as possible. Attach separate sheet if necessary):

3. Project Type: Choose one

Other Administrative Actions (XD)

- Administrative Water System Review
- RCW Boundary Line Dispute Review
- Temporary Uses (Requires a Site Plan. See Site Plan Submittal Requirements on page 2)
- Other : _____
- Code Interpretation
- Zoning Verification

Miscellaneous Planning Activities (XP)

- Hulk Hauler
- Scrap Metal
- Salvage Yard
- Business License Review

Provide copies of your Washington State Department of Licensing application forms if applicable.



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4. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11" X 17" or 8 1/2" x 11" sheet.
- Example scales include 1" = 30' or 1" = 100'
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
<input type="checkbox"/>	a. North arrow, site address, tax parcel number and map scale used	<input type="checkbox"/>
<input type="checkbox"/>	b. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	<input type="checkbox"/>
<input type="checkbox"/>	c. All existing and proposed structures	<input type="checkbox"/>
<input type="checkbox"/>	d. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	<input type="checkbox"/>
<input type="checkbox"/>	e. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	<input type="checkbox"/>
<input type="checkbox"/>	f. Location of all surveyed or delineated critical areas and/or buffers affecting the site, both on-site and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, high groundwater, steep slopes, special habitats and riparian or marine shoreline management zones.	<input type="checkbox"/>