



# ADMINISTRATIVE CONDITIONAL USE

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

## INSTRUCTIONS

Please submit the following with your permit application:

- Administrative Conditional Use Information Sheet
- Land Use Application Form
- Permit Submittal Requirements
- Plan Sheet Requirements

### CITY OF STANWOOD COMMUNITY DEVELOPMENT CONTACT INFORMATION

Address: 10220 270<sup>th</sup> Street NW  
Stanwood, WA 98292

Phone Number: 360-629-2181

Office Hours: Monday – Friday 9:00 am to 5:00 pm

Online Applications: <http://www.ci.stanwood.wa.us/cd/page/land-use-permit-applications>



# ADMINISTRATIVE CONDITIONAL USE INFORMATIONAL SHEET

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

## INSTRUCTIONS

The table below outlines the minimum requirements that shall be met for Administrative Conditional Use Permits. The purpose of an administrative conditional use permit is to allow certain uses in districts where they are normally prohibited by this title, when the proposed uses are deemed consistent with other existing and potential uses within the general area of the proposed use.

## ADMINISTRATIVE CONDITIONAL USE REQUIREMENTS

### DECISION CRITERIA

- Comprehensive Plan. The proposed use shall be compatible with the general purpose, goals, objectives and standards of the Comprehensive Plan, the zoning regulations and any other plan, program, map or ordinance of the city of Stanwood.
- Community Need. There shall be a community need for the proposed use at the proposed location. In the determination of the community need the reviewing official shall consider the following factors, among all other relevant information:
  - The proposed location shall not result in either the detrimental overconcentration of a particular use within the city or within the immediate area of the proposed use;
  - That the proposed location is suited for the proposed use.
- Effect on Adjacent Properties. The proposed use at the proposed location shall not result in substantial or undue adverse effects on adjacent property. The following factors shall be considered:
  - Compatibility. The proposed use shall be compatible with the scale and character of the neighborhood.
  - Traffic. Traffic and circulation patterns of vehicles and pedestrians relating to the proposed use and surrounding area shall be reviewed for potential effects on, and to ensure safe movement in, the surrounding area.
  - Noise and Glare. Potential noise, light and glare impacts shall be evaluated based on the location of the proposed use on the lot and the location of on-site parking areas, outdoor recreational areas and refuse storage areas.
  - Landscaping. Additional landscaping to buffer adjacent properties from potentially adverse effects of the proposed use may be required.
  - Public Improvements. The proposed use and location shall be adequately served by and not impose an undue burden on any public improvements, facilities, utilities and services. Approval of a conditional use permit may be conditioned upon the provision and/or guarantee by the applicant of necessary public improvements, facilities, utilities and/or services.
- CONDITIONS FOR PERMITTING MARIJUANA RETAILERS LISTED IN SMC 17.100.045
- CONDITIONS FOR PERMITTING BALL PARKS, ATHLETIC FIELDS, PARKS, PLAYGROUNDS, COMMUNITY CENTERS, HOUSES OF WORSHIP AND MEETING HALLS IN SINGLE-FAMILY RESIDENTIAL ZONES LISTED IN SMC 17.100.050



# LAND USE PERMIT APPLICATION

**COMMUNITY DEVELOPMENT**  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

Date: \_\_\_\_\_

Permit Number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Fee: \_\_\_\_\_

PERMIT TYPE	
Accessory Dwelling Unit Administrative Conditional Use Administrative Modification Annexation Binding Site Plan Boundary Line Adjustment Conditional Use Permit Development Agreement Final Short Plat (9 lots or less) Final Plat (10 lots or more) Floodplain Development Permit Manufactured Housing Infill Other: _____	Major Site Development Minor Site Development Preliminary Short Plat / PRD (9 lots or less) Preliminary Plat / PRD (10 lots or more) Right-to-Farm Registration Sensitive Area Reasonable Use Allowance Shoreline Conditional Use Shoreline Substantial Development Shoreline Variance Variance (including Flood Hazard & Signs) Vacation of Streets and Alleys Zoning Map Amendment

**\* All applications need to submit the checklists for the specific permit type \***

	OWNER	APPLICANT	CONTACT
<b>Business Name</b>			
<b>Name</b>			
<b>Full Address</b>			
<b>Phone Number</b>			
<b>E-mail</b>			
	PROJECT ARCHITECT	PROJECT ENGINEER	PROJECT SURVEYOR
<b>Business Name</b>			
<b>Name</b>			
<b>Full Address</b>			
<b>Phone Number</b>			
<b>E-mail</b>			

SITE INFORMATION					
Project Address			Tax Parcel ID Numbers		
Acreage & Square Footage of Property			Zoning Classification		
			Comprehensive Plan Designation		
Water Supply	Current	Proposed	Sewer Supply	Current	Proposed
Existing Use of Property					
Proposed Use of Property					
On-Site Critical Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Critical Area Type		
Does the Site have a Shoreline Designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Shoreline Designation		
Will the Site Be Logged as Part of This Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		DNR Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking Spaces Provided			Landscaping Area (square feet)		
Building Footprint Area (square feet)			Lot Building Coverage		
Number of Proposed Units			Building Height		

**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 Stanwood 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.

\_\_\_\_\_  
Applicant’s Signature Date

\_\_\_\_\_  
Print Name

**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.

\_\_\_\_\_  
Owner’s Signature Date

\_\_\_\_\_  
Print Name

For additional owners please supply each owners name, signature and date on a separate sheet.



# City of Stanwood

10220 270<sup>th</sup> Street NW  
 Stanwood, Washington 98292  
 (360) 629-2181

## Type II Permit – Submittal Requirements Administrative Decisions with Public Notice

- The number indicates the item is required for submittal and the number of copies required
- A “•” indicates the item shall, upon request, be required for submittal

General Information Meeting Date: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_

Submittal Requirements	Complete Submittal Item?			Administrative Conditional Use	Binding Site Plan	Major Site Development <sup>10</sup>	Preliminary Short Plat / PRD ( ≤ 9 lots)	Right-to-Farm Registration	Sensitive Area Reasonable Use	Shoreline Substantial	Variance <sup>11</sup>
	Yes	No	N/A								
<b>General Application:</b>											
Land Use Application Form	<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	1
Review Fee <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	•
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Water/Sewer Availability Approval <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1		•		
<b>Site Plans:</b>											
Site Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		4		4	4	4	4
Landscape Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	4	4			•	•
Tree Retention Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	4	4			•	•
Plat Map <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4		4				
Reduced Plan Set (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
Building Elevations (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1				•	•
<b>Civil / Engineering:</b>											
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3				•
Grading and Clearing Plan <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Road and Drainage Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•		3	•
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Topography <sup>5</sup> (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•
Water / Sewer / Utility Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	3	3	•	•	3	•

**Type II Permit – Submittal Requirements  
Administrative Decisions with Notice**

Submittal Requirements	Complete Submittal Item?			Administrative Conditional Use	Binding Site Plan	Major Site Development <sup>10</sup>	Preliminary Short Plat / PRD (≤ 9 lots)	Right-to-Farm Registration	Sensitive Area Reasonable Use	Shoreline Substantial	Variance <sup>11</sup>
	Yes	No	N/A								
<b>Environmental:</b>											
SEPA Checklist <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	•	•	•	1	1	1
Critical Area Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	3	3	3	•	1	1	•
Wildlife Habitat Report (floodplain or shoreline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	•	•	•		1	•
Archaeology / Cultural Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	•	•	•			•
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•	•	•			•	•
<b>Other:</b>											
Public Notice Materials <sup>7</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	2	1	1
School Safe Walking Conditions Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	•	1				•
C.C. & R.s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	•	•				
Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						1		
Title Certificate (< 30 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1						
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1						
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1	1
<b>Before Final Plat or Final Certificate of Occupancy:</b>											
Deeds/Easements/ Conveyances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	•	•	•	•	•	•
As-Built Plans <sup>8</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	3	3	3				
Sureties / Bonds <sup>9</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	1	1				
Electronic CAD As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	1	1	1				
<b>NOTES:</b>						<b>FOR CITY USE ONLY</b>					
1.	See the City of Stanwood Adopted Fee Schedule					<input type="checkbox"/>	This application is complete.				
2.	Water / Sewer Availability shall be determined prior to submittal and letters submitted.					<input type="checkbox"/>	This application is incomplete. See items noted above.				
3.	See Site Plan Submittal Requirements for required specifications.					•	The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.				
4.	See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications.										
5.	See Engineering Plan Submittal Requirements for required specifications.					•	These submittal requirements are for the City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.				
6.	See the SEPA Checklist Requirements for Categorical Exemption Thresholds.										
7.	See Public Notice Materials for requirements.						<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Community Development Representative</span> <span>Date</span> </div>				
8.	See As-Built Plan Submittal Requirements for required specifications.										
9.	See Sureties/Bond Submittal Requirements for required specifications.										
10.	Major Site Development and Variances could be processed as a Type III Permit depending on Public Comments.										
11.	Administrative Variance unless comments are received during noticing, then Hearing Examiner Decision.										



# WATER AND SEWER AVAILABILITY APPLICATION

**COMMUNITY DEVELOPMENT**  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

Date: \_\_\_\_\_

Permit Number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Fee: \_\_\_\_\_

TYPE OF APPLICATION	
<b>Water Availability</b>	<b>Sewer Availability</b>
PERMIT TYPE	
Commercial <b>OR</b>	Residential
Building Permit	Preliminary Plat / PRD (10 lots or more)
Preliminary Short Plat / PRD (9 lots or less)	Other: _____
APPLICANT	
<b>Business Name</b>	_____
<b>Name</b>	_____
<b>Full Mailing Address</b>	_____
<b>Phone Number</b>	_____
<b>E-mail</b>	_____
SITE INFORMATION	
<b>Project Address</b>	_____
<b>Tax Parcel ID Numbers</b>	_____
<b>Existing Use of Property</b>	_____
<b>Proposed Use of Property</b>	_____
<p><b>WATER COMMENTS / CONDITIONS:</b> (1) The fire flow requirement for the applicant's proposed project must be determined to identify if improvements to the City's system are necessary. (2) This is not an application for or approval of water service to the proposed site. A proper application must be filed with and accepted by the City before service will be provided. The City has a service connection charge, meter installation charge and plant investment charge for each new water service provided. It is recommended that the applicant consult with the City to obtain applicable fees, charges, and procedures which may change during the property development process.</p>	<p><b>SEWER COMMENTS / CONDITIONS:</b> This is not an application for or approval of sewer service to the proposed site. A proper application must be filed with and accepted by the City before service will be provided. The City has a service connection charge and plant investment charge for each new sewer service provided. It is recommended that the applicant consult with the City to obtain applicable fees, charges, and procedures which may change during the property development process.</p>

I hereby certify that the above water purveyor information is true. This certification shall be valid for one (1) year from date of city letter.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Print Name



# SITE PLAN REQUIREMENTS

COMMUNITY DEVELOPMENT  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

## INSTRUCTIONS

The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a Washington State registered engineer, architect, landscape architect, or land surveyor illustrating the proposed development of the property.

## SITE PLAN SHEET REQUIREMENTS

### COVER SHEET

- Title Block (centered at top of drawing) that includes the following:
  - City of Stanwood
  - Name of Proposed Development
  - File Number
  - Section, Township, & Range
- Site Information:
  - Site Address
  - Zoning Classification
  - Proposed Use
  - Zoning Standards:
    - Lot(s) Size (both in acreage and square feet)
    - Lot Dimensions (length, width) and Numbers/Letters
    - 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)
  - Utility Provider (Sewer & Water)
  - Datum (if applicable)
  - Critical Area Types Located On-Site (If Applicable)
  - Shoreline Classification (If Applicable)
- Sheet Index
- Date Plans Were Prepared
- Vicinity Map (Include North Arrow, Scale, and pinpoint site location)
- Record of Survey. The surveyor shall certify on the site plan that it is a true and correct representation of the lands actually surveyed and the survey was done in accordance with the city and state law.
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, Engineer, & 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



- Topographical features showing present grades and any proposed grades if present grades are to be altered. Unless otherwise required by the community development director, contours at an interval not greater than five feet shall be shown.
- 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
- Building (whether proposed, expanded, retained, or relocated) Setbacks From All Lot Lines
- Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- Building (whether proposed, expanded, retained, or relocated) Height
- Building Elevations (all sides for proposed or expanded)
- 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)
- Open Space / Recreation Space (location & total area)
- Proposed Surface Stormwater Drainage Treatment
- Streets, Alleys, or other Public Rights-of-Way, Public Parks and Places and all Lots and Lot Lines, Drainageways, Waterways & Easements
- Open Storage Space (locations and designation)
- Documented Historic Sites (locations and designation)

**LANDSCAPE PLAN SHEET**

- 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 Planting Calculation (see SMC 17.145)
- Tree Retention Calculations (see SMC 17.145)
- Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping



# ENGINEERING / CONSTRUCTION PLAN REQUIREMENTS

**COMMUNITY DEVELOPMENT**  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

## INSTRUCTIONS

The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a Washington State registered engineer, architect, landscape architect, or land surveyor illustrating the proposed development of the property.

<b>CONSTRUCTION PLAN SHEET REQUIREMENTS</b>	
<input type="checkbox"/>	Standard Plan Size – All construction/civil plans shall be on 24' x 36'
<input type="checkbox"/>	Construction Plans shall comply with the Stanwood Street and Utility Standards and the 2005 Department of Ecology Stormwater Management Manual for Western Washington
<b><u>COVER SHEET</u></b>	
<input type="checkbox"/>	Title Block (centered at top of drawing) Project Name
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date Drawing was Prepared or Revised</li> <li><input type="checkbox"/> Project Name &amp; Location</li> <li><input type="checkbox"/> Section, Township, &amp; Range</li> <li><input type="checkbox"/> Sheet Numbers</li> </ul>
<input type="checkbox"/>	Sheet Index
<input type="checkbox"/>	Legend
<input type="checkbox"/>	Project Contacts – Name, Address, Phone Number, & Email Address of the Applicant, Owner, Civil Engineer, Surveyor, Landscape Architect, and/or Environmental Consultant
<input type="checkbox"/>	North Arrow – Draw the plan so that the north arrow points to the top of the sheet when possible.
<input type="checkbox"/>	Survey Datum
<input type="checkbox"/>	Record of Survey – The surveyor shall certify on the site plan that it is a true and correct representation of the lands actually surveyed and the survey was done in accordance with the city and state law.
<input type="checkbox"/>	Engineer's Seal – Place the Professional Engineer's Seal, original signature and date in the title block on each plan sheet.
<input type="checkbox"/>	Surveyor's Seal – Place the Professional Surveyor's Seal, original signature and date in the title block on the survey control plan.
<input type="checkbox"/>	City of Stanwood Approval Block - Place in lower right portion of each sheet
<b><u>CONSTRUCTION PLAN SHEETS</u></b>	
<input type="checkbox"/>	Title Bar (locate along right edge of sheet) that includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date Drawing was Prepared or Revised</li> <li><input type="checkbox"/> Project Name &amp; Location</li> <li><input type="checkbox"/> Name, Address, &amp; Phone Number of Applicant, Owner, Engineer, &amp; Surveyor</li> </ul>
<input type="checkbox"/>	Topographical features showing present grades and any proposed grades if present grades are to be altered. Unless otherwise required by the community development director, contours at an interval not greater than five feet shall be shown.
<input type="checkbox"/>	Existing Conditions
<input type="checkbox"/>	Lot Layout and/or Phasing Plan

	TESC (Temporary Erosion Sediment Control) Plan and Details
<input type="checkbox"/>	Developed Conditions - Utilities
<input type="checkbox"/>	Sanitary Sewer Plans and Profiles
<input type="checkbox"/>	Water Plans and Profiles
<input type="checkbox"/>	Stormwater Plans and Profiles
<input type="checkbox"/>	Street Plans, Sections and Profiles
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Striping and Signage Plan and Details
<input type="checkbox"/>	Illumination Plans
<input type="checkbox"/>	Transportation Standard Details
<input type="checkbox"/>	Storm System Standard Details
<input type="checkbox"/>	Water System Standard Details
<input type="checkbox"/>	Sanitary Sewer Standard Details
<input type="checkbox"/>	Specifications Construction Notes
<b><u>LANDSCAPE PLAN SHEET</u></b>	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Tree, Shrub, and Lawn Planting Details
<input type="checkbox"/>	Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
<input type="checkbox"/>	Parking Area Planting Calculation (see SMC 17.145)
<input type="checkbox"/>	Tree Retention Calculations (see SMC 17.145)
<input type="checkbox"/>	Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
<input type="checkbox"/>	General Landscaping Notes
<input type="checkbox"/>	Native Growth Protection Area Locations and Sign Details
<input type="checkbox"/>	Fencing Details
<input type="checkbox"/>	Irrigation Details (if required)



## **PUBLIC NOTICE MATERIALS**

**COMMUNITY DEVELOPMENT**  
10220 270<sup>th</sup> Street NW Stanwood, WA 98292

### **INSTRUCTIONS**

The following items must be submitted concurrently with all other required submittals as indicated in the submittal requirements.

- Snohomish County Assessor's Quarter Section Map Including the following:
  - Show Subject Property
  - Show 300 foot Boundary of all Properties Included
  
- Current Owner List (of properties within 300 ft. radius) Including the following:
  - Tax Parcel Numbers
  - Owner(s) Full Name(s)
  - Owner(s) Mailing Address
  - Current Resident (if owner does not live at property)
  - Property Mailing Address (if different from owner's address)
  
- Mailing Labels Including the following:
  - Owner(s) Name
  - Owner(s) Mailing Address
  - Current Resident (if owner does not live at property)
  - Property Mailing Address (if different from owner's address)