



# VACATION OF STREETS AND ALLEYS

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

## INSTRUCTIONS

Please submit the following with your permit application:

- Vacation of Streets and Alleys Informational Sheet
- Land Use Application Form
- Permit Submittal 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>



# ZONING CODE AND MAP AMENDMENTS 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 to submit for a Zoning Code or Zoning Map Amendment.

## ZONING CODE AND MAP AMENDMENT REQUIREMENTS

### DECISION CRITERIA

- The city may approve or approve with modifications an application for a reclassification of property if:
  - The reclassification bears a substantial relation to the public health, safety, or welfare;
  - The reclassification is warranted because of changed circumstances or because of a need for additional property in the proposed land use zone classification or because the proposed zoning classification is appropriate for reasonable development of the subject property;
  - The subject property is suitable for development in general conformance with zoning standards under the proposed zoning classification;
  - The reclassification will not be materially detrimental to uses or property in the immediate vicinity of the subject property;
  - The reclassification has merit and value for the community as a whole;
  - The reclassification is consistent with the Comprehensive Plan; and
  - The reclassification complies with all other applicable criteria and standards of the Stanwood Municipal Code.
  
- The city may approve or approve with modifications an application for an amendment to the text of the zoning code if:
  - The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;
  - There is a positive relationship to the public health, safety and welfare of the community; and
  - The proposed amendment is consistent with the Stanwood Comprehensive Plan



# 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.



# VACATION OF STREETS AND ALLEYS NOTICE OF PETITION

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

I hereby petition for the vacation of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

The reasons for the vacation are:

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Public benefits to be derived from the vacation are:

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The following signatures constitute two-thirds of the owners of real property abutting the street or alley  
or portion of same sought to be vacated:

### **PROPERTY OWNER SIGNATURES**

	SIGNATURE	PRINT NAME	PROPERTY ADDRESS AND PARCEL NUMBER	DATE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



# City of Stanwood

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

<b>Type IV &amp; Type V Permit – Submittal Requirements</b> <b>Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation</b>									
➤ 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?			Annexation	Annual Docket	Developers Agreement	Final Plat (≥ 10 lots)	Vacation of Streets and Alleys	Zoning Code Amendment / Zoning Map Rezone
	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
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		1	1	•	1
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		1	1	1	1
Water/Sewer Availability Approval <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1			
<b>Site Plans:</b>									
Site Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		4			
Landscape Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Tree Retention Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Plat Map <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				4		
Reduced Plan Set (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		1	1		
Building Elevations (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
<b>Civil / Engineering:</b>									
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Grading and Clearing Plan <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Road and Drainage Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Topography <sup>5</sup> (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Water / Sewer / Utility Plans <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			

**Type IV & Type V Permit – Submittal Requirements**  
**Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation**

Submittal Requirements	Complete Submittal Item?			Annexation	Annual Docket	Developers Agreement	Final Plat (≥ 10 lots)	Vacation of Streets and Alleys	Zoning Map Amendment / Rezone
	Yes	No	N/A						
<b>Environmental:</b>									
SEPA Checklist <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1			•
Critical Area Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Wildlife Habitat Report (floodplain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
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"/>	2		2			2
School Safe Walking Conditions Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
C.C. & R.s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1			1	1
Title Certificate (< 30 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				2		
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				2		
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	1		
As-Built Plans <sup>8</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3		
Sureties / Bonds <sup>9</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3		
Electronic CAD As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				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.					•	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.		
5.	See Engineering Plan Submittal Requirements for required specifications.								
6.	See the SEPA Checklist Requirements for Categorical Exemption Thresholds.								
7.	See Public Notice Materials for requirements.								
8.	See As-Built Plan Submittal Requirements for required specifications.								
9.	See Sureties/Bond Submittal Requirements for required specifications.								
						_____ Community Development Representative		_____ Date	