



## **ANNEXATION**

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

### **INSTRUCTIONS**

Please submit the following with your permit application:

- Annexation Informational 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>



# ANNEXATION 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 petition for Annexation.

## ANNEXATION REQUIREMENTS

### ADDITIONAL FORMS & INFORMATION

- Notice of Intent Petition (10% petition)
- Annexation Petition (60% petition)
  
- Written Analysis – How proposed annexation meets Comprehensive Plan LUP 18.1 – 18.13
- Written Analysis – How the proposed annexation meets Stanwood Municipal Code 17.158.020
- Written Analysis – How the proposed annexation meets the Boundary Review Board Criteria of RCW 36.93.170
- Written Analysis – How the proposed annexation meets RCW Sections 36.70A.020, .110 and .210 of the Growth Management Act.

### PROCESS

- Uniform Criteria
- Comprehensive Plan Consistency
- Decision to Annex
- Notice of Intent (10% petition)
- Review of Intent Petition
- City Council Meeting with Intent Petitioners
- Annexation Petition (60% petition)
- Review of Annexation Petition
- Zoning Code or Comprehensive Plan Amendment
- Planning Department Review
- City Council Public Hearing and Notice
- Resolution of Intent to Annex
- Snohomish County Boundary Review Board Review and Decision
- City Council Decision
- Annexation Notification

## WRITTEN ANALYSIS CRITERIA

### Comprehensive Plan – Land Use – Annexation

Goal LUG 18 To provide reasonable phased annexation of the unincorporated portion of the City's adopted Urban Growth Area (UGA) consistent with the Growth Management Act.

Policies LUP 18.1 Unincorporated areas within the UGA must annex to Stanwood to receive a full range of city-provided services.

LUP 18.2 Within the UGA, collaborate with adjacent Snohomish County and consult with affected residents in the designation of potential annexation areas.

LUP 18.3 The immediate areas for annexation to Stanwood should include the territory contiguous with boundaries of the City such as:

- a. Peninsulas and islands of unincorporated lands;
- b. Neighborhoods where municipal type services have been extended;
- c. Lands subject to development pressure;
- d. Developed areas where urban type services are needed to correct health and safety related problems.

LUP 18.4 Evaluate proposed annexations based on the following criteria:

- a. The ability of the City to provide public services at the City's adopted levels of service within the six-year timelines allowed under concurrency.
- b. The annexation would facilitate an appropriate balance between the provision of jobs and the availability of housing.
- c. The annexations would simplify governmental structure in annexing areas and the resultant City of Stanwood.
- d. The relative costs to serve the proposed annexation versus the revenue to be derived from the annexation (a negative net revenue projection by itself should not be considered grounds for disapproval).
- e. The annexation would result in future improvements to the resultant City of Stanwood services through potential enhancements of levels of service or through elimination of duplication services. Services include water, sanitary sewers, storm water drainage, utility drainage basins, transportation, park and open space, library, and public safety.
- f. The annexation would include those who already use City services or who impact City infrastructure.
- g. Annexation boundaries would facilitate the efficient delivery of emergency and public services.
- h. The annexation would eliminate an unincorporated island or could be expanded to eliminate an unincorporated island.
- i. The annexation would follow logical boundaries, such as streets, waterways, neighborhoods, or substantial topographic changes.
- j. The annexation would create logical city boundaries and not create unincorporated islands or irregular municipal boundaries.

LUP 18.5 Applicants for annexations are encouraged to apply jointly with other interested property owners or residents to reduce costs for the applicants and enable the City to process annexation applications more efficiently. However, individual property owners should not be precluded from pursuing annexation.

LUP 18.6 City staff should conduct an assessment report of the costs to provide service and of the tax revenues, which would be generated in the area. The City recognizes that these impacts are only a few of several criteria to be evaluated, and must be balanced with other annexation policy goals such as providing public service, governmental structure, or infrastructure.

LUP 18.7 Individual annexation areas should be part of logical, orderly growth for the City and should avoid irregular boundaries. Islands of unincorporated areas and City peninsulas should be avoided. Peninsulas should be

allowed only if needed to serve other areas. Lands closest to City boundaries should annex before areas further out.

LUP 18.8 Annexation proponents requesting different zoning designation other than that shown on comprehensive land use and zoning maps should apply for a particular Comprehensive Plan Land Use Map Amendment and concurrent Zoning classification amendment concurrently with the annexation proposal. The zoning application should be processed as a regular rezone and the rezone ordinance decided concurrently with the City Council approval of the annexation. Amendments to zoning / land use classification can only be applied for during the Comprehensive Plan amendment process as outlined in Section I Introduction and Plan Background chapter.

LUP 18.9 Funding Public Facilities in Annexed Areas:

- a. The property owners of the annexation area should fund the public facility improvements necessary to serve new development. The funding requirements shall be consistent with applicable Stanwood policies and regulations.
- b. The city may annex areas that require public facility improvements to correct health and safety related problems.
- c. If an area annexing to Stanwood has public facilities that do not meet city standards and the property owners of the annexation area want to improve the facilities to meet City standards, the property owners of the annexation area will fund those improvements, or the proportion of those improvements, that do not have a citywide benefit.
- d. Public facility improvements within annexed areas that have a citywide benefit may be considered for funding through City revenues as part of the Stanwood capital facilities and improvements planning processes.

LUP 18.10 Existing development within newly annexed areas should have a full level of services (such as streets, utilities, public safety, parks) at the time of annexation or as soon as practicable thereafter.

LUP 18.11 Both sides of streets and roads, including rights-of-way should be made part of an annexation.

LUP 18.12 Explore creative ways to facilitate the transition of government services, especially public safety, transportation, parks and recreation, land use and development.

LUP 18.13 Ensure that the public is provided information and opportunities to evaluate and have input on decisions related to service delivery and boundary change associated with annexations.

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**17.158.020 Uniform criteria.**

Uniform criteria shall be used in evaluating annexations.

(1) Annexations shall comply with all requirements with respect to the city's Comprehensive Plan. The city should evaluate all annexations on the basis of their short- and long-term community impact. Annexations shall be consistent with city plans for urban densities and uses within the urban area of the city and to assure adequate financial capability of the annexed area to meet the criteria for urban areas.

(2) The city should, at a minimum, analyze and evaluate the condition and safety of all streets, the availability and condition of public utilities and the demand for emergency services (police, fire and medical). Public services and facilities to be analyzed may include:

- (a) City facilities;
- (b) Transportation needs;
- (c) Necessary utilities;
- (d) Sidewalks, curbs and lighting;
- (e) Recreational and human services (includes parks and open spaces and social services); and
- (f) Support a balance of housing, commercial and public recreational needs.

(3) The city may require the development of a plan for public transportation to serve the newly annexed area. When possible, plans should be consistent with plans of community transit for public transportation in north Snohomish County.

(4) Annexation of land should be directly dependent upon the city's ability to provide, acquire, operate and maintain general services and utility services. Annexation will take place only after the city is satisfied that general services, utility resources and necessary utility plan capacity can be made available in a manner cost effective to the city.

(5) In order to accomplish the above, this code will establish uniform annexation procedures.

(a) In addition to adoption of the annexation procedures, the city shall designate staff to perform the following:

- (i) Receive and process annexation requests;
- (ii) Furnish the public and city official with annexation information;
- (iii) Prepare technical studies and assessments on the impacts from annexation.

(b) The city may require the applicant to prepare a report assessing the probable short- and long-term financial, economic, environmental and social impacts from the annexation.

(c) If the annexation is acceptable to the city, the city shall forward reports, plans, studies and agreement of areas requesting annexation to Snohomish County and the boundary review board (BRB) to facilitate processing.

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#### **RCW [36.93.170](#)**

#### **Factors to be considered by board—Incorporation proceedings exempt from state environmental policy act.**

In reaching a decision on a proposal or an alternative, the board shall consider the factors affecting such proposal, which shall include, but not be limited to the following:

(1) Population and territory; population density; land area and land uses; comprehensive plans and zoning, as adopted under chapter [35.63](#), 35A.63, or [36.70](#) RCW; comprehensive plans and development regulations adopted under chapter [36.70A](#) RCW; applicable service agreements entered into under chapter [36.115](#) or [39.34](#) RCW; applicable interlocal annexation agreements between a county and its cities; per capita assessed valuation; topography, natural boundaries and drainage basins, proximity to other populated areas; the existence and preservation of prime agricultural soils and productive agricultural uses; the likelihood of significant growth in the area and in adjacent incorporated and unincorporated areas during the next ten years; location and most desirable future location of community facilities;

(2) Municipal services; need for municipal services; effect of ordinances, governmental codes, regulations and resolutions on existing uses; present cost and adequacy of governmental services and controls in area; prospects of governmental services from other sources; probable future needs for such services and controls; probable effect of proposal or alternative on cost and adequacy of services and controls in area and adjacent area; the effect on the finances, debt structure, and contractual obligations and rights of all affected governmental units; and

(3) The effect of the proposal or alternative on adjacent areas, on mutual economic and social interests, and on the local governmental structure of the county.

The provisions of chapter [43.21C](#) RCW, State Environmental Policy, shall not apply to incorporation proceedings covered by chapter [35.02](#) RCW.

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**RCW [36.93.180](#)**

**Objectives of boundary review board.**

The decisions of the boundary review board shall attempt to achieve the following objectives:

- (1) Preservation of natural neighborhoods and communities;
- (2) Use of physical boundaries, including but not limited to bodies of water, highways, and land contours;
- (3) Creation and preservation of logical service areas;
- (4) Prevention of abnormally irregular boundaries;
- (5) Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas;
- (6) Dissolution of inactive special purpose districts;
- (7) Adjustment of impractical boundaries;
- (8) Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character; and
- (9) Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority.

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**RCW [36.70A.020](#)**

**Planning goals.**

The following goals are adopted to guide the development and adoption of comprehensive plans and development regulations of those counties and cities that are required or choose to plan under RCW [36.70A.040](#). The following goals are not listed in order of priority and shall be used exclusively for the purpose of guiding the development of comprehensive plans and development regulations:

- (1) Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
- (2) Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
- (3) Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.
- (4) Housing. Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.
- (5) Economic development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

- (6) Property rights. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
- (7) Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.
- (8) Natural resource industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forestlands and productive agricultural lands, and discourage incompatible uses.
- (9) Open space and recreation. Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.
- (10) Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.
- (11) Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
- (12) Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.
- (13) Historic preservation. Identify and encourage the preservation of lands, sites, and structures, that have historical or archaeological significance.

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**RCW [36.70A.110](#)**

**Comprehensive plans—Urban growth areas.**

(1) Each county that is required or chooses to plan under RCW [36.70A.040](#) shall designate an urban growth area or areas within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature. Each city that is located in such a county shall be included within an urban growth area. An urban growth area may include more than a single city. An urban growth area may include territory that is located outside of a city only if such territory already is characterized by urban growth whether or not the urban growth area includes a city, or is adjacent to territory already characterized by urban growth, or is a designated new fully contained community as defined by RCW [36.70A.350](#).

(2) Based upon the growth management population projection made for the county by the office of financial management, the county and each city within the county shall include areas and densities sufficient to permit the urban growth that is projected to occur in the county or city for the succeeding twenty-year period, except for those urban growth areas contained totally within a national historical reserve. As part of this planning process, each city within the county must include areas sufficient to accommodate the broad range of needs and uses that will accompany the projected urban growth including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses.

Each urban growth area shall permit urban densities and shall include greenbelt and open space areas. In the case of urban growth areas contained totally within a national historical reserve, the city may restrict densities, intensities, and forms of urban growth as determined to be necessary and appropriate to protect the physical, cultural, or historic integrity of the reserve. An urban growth area determination may include a reasonable land market supply factor and shall permit a range of urban densities and uses. In determining this market factor, cities

and counties may consider local circumstances. Cities and counties have discretion in their comprehensive plans to make many choices about accommodating growth.

Within one year of July 1, 1990, each county that as of June 1, 1991, was required or chose to plan under RCW [36.70A.040](#), shall begin consulting with each city located within its boundaries and each city shall propose the location of an urban growth area. Within sixty days of the date the county legislative authority of a county adopts its resolution of intention or of certification by the office of financial management, all other counties that are required or choose to plan under RCW [36.70A.040](#) shall begin this consultation with each city located within its boundaries. The county shall attempt to reach agreement with each city on the location of an urban growth area within which the city is located. If such an agreement is not reached with each city located within the urban growth area, the county shall justify in writing why it so designated the area an urban growth area. A city may object formally with the department over the designation of the urban growth area within which it is located. Where appropriate, the department shall attempt to resolve the conflicts, including the use of mediation services.

(3) Urban growth should be located first in areas already characterized by urban growth that have adequate existing public facility and service capacities to serve such development, second in areas already characterized by urban growth that will be served adequately by a combination of both existing public facilities and services and any additional needed public facilities and services that are provided by either public or private sources, and third in the remaining portions of the urban growth areas. Urban growth may also be located in designated new fully contained communities as defined by RCW [36.70A.350](#).

(4) In general, cities are the units of local government most appropriate to provide urban governmental services. In general, it is not appropriate that urban governmental services be extended to or expanded in rural areas except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.

(5) On or before October 1, 1993, each county that was initially required to plan under RCW [36.70A.040](#)(1) shall adopt development regulations designating interim urban growth areas under this chapter. Within three years and three months of the date the county legislative authority of a county adopts its resolution of intention or of certification by the office of financial management, all other counties that are required or choose to plan under RCW [36.70A.040](#) shall adopt development regulations designating interim urban growth areas under this chapter. Adoption of the interim urban growth areas may only occur after public notice; public hearing; and compliance with the state environmental policy act, chapter [43.21C](#) RCW, and under this section. Such action may be appealed to the growth management hearings board under RCW [36.70A.280](#). Final urban growth areas shall be adopted at the time of comprehensive plan adoption under this chapter.

(6) Each county shall include designations of urban growth areas in its comprehensive plan.

(7) An urban growth area designated in accordance with this section may include within its boundaries urban service areas or potential annexation areas designated for specific cities or towns within the county.

(8)(a) Except as provided in (b) of this subsection, the expansion of an urban growth area is prohibited into the one hundred year floodplain of any river or river segment that: (i) Is located west of the crest of the Cascade mountains; and (ii) has a mean annual flow of one thousand or more cubic feet per second as determined by the department of ecology.

(b) Subsection (8)(a) of this section does not apply to:

(i) Urban growth areas that are fully contained within a floodplain and lack adjacent buildable areas outside the floodplain;



(ii) Urban growth areas where expansions are precluded outside floodplains because:

(A) Urban governmental services cannot be physically provided to serve areas outside the floodplain; or

(B) Expansions outside the floodplain would require a river or estuary crossing to access the expansion; or

(iii) Urban growth area expansions where:

(A) Public facilities already exist within the floodplain and the expansion of an existing public facility is only possible on the land to be included in the urban growth area and located within the floodplain; or

(B) Urban development already exists within a floodplain as of July 26, 2009, and is adjacent to, but outside of, the urban growth area, and the expansion of the urban growth area is necessary to include such urban development within the urban growth area; or

(C) The land is owned by a jurisdiction planning under this chapter or the rights to the development of the land have been permanently extinguished, and the following criteria are met:

(I) The permissible use of the land is limited to one of the following: Outdoor recreation; environmentally beneficial projects, including but not limited to habitat enhancement or environmental restoration; stormwater facilities; flood control facilities; or underground conveyances; and

(II) The development and use of such facilities or projects will not decrease flood storage, increase stormwater runoff, discharge pollutants to fresh or salt waters during normal operations or floods, or increase hazards to people and property.

(c) For the purposes of this subsection (8), "one hundred year floodplain" means the same as "special flood hazard area" as set forth in WAC 173-158-040 as it exists on July 26, 2009.

(9) If a county, city, or utility has adopted a capital facility plan or utilities element to provide sewer service within the urban growth areas during the twenty-year planning period, nothing in this chapter obligates counties, cities, or utilities to install sanitary sewer systems to properties within urban growth areas designated under subsection (2) of this section by the end of the twenty-year planning period when those properties:

(a)(i) Have existing, functioning, nonpolluting on-site sewage systems;

(ii) Have a periodic inspection program by a public agency to verify the on-site sewage systems function properly and do not pollute surface or groundwater; and

(iii) Have no redevelopment capacity; or

(b) Do not require sewer service because development densities are limited due to wetlands, flood plains, fish and wildlife habitats, or geological hazards.

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## **RCW [36.70A.210](#)**

### **Countywide planning policies.**

(1) The legislature recognizes that counties are regional governments within their boundaries, and cities are primary providers of urban governmental services within urban growth areas. For the purposes of this section, a "countywide planning policy" is a written policy statement or statements used solely for establishing a countywide framework from which county and city comprehensive plans are developed and adopted pursuant to

this chapter. This framework shall ensure that city and county comprehensive plans are consistent as required in RCW [36.70A.100](#). Nothing in this section shall be construed to alter the land-use powers of cities.

(2) The legislative authority of a county that plans under RCW [36.70A.040](#) shall adopt a countywide planning policy in cooperation with the cities located in whole or in part within the county as follows:

(a) No later than sixty calendar days from July 16, 1991, the legislative authority of each county that as of June 1, 1991, was required or chose to plan under RCW [36.70A.040](#) shall convene a meeting with representatives of each city located within the county for the purpose of establishing a collaborative process that will provide a framework for the adoption of a countywide planning policy. In other counties that are required or choose to plan under RCW [36.70A.040](#), this meeting shall be convened no later than sixty days after the date the county adopts its resolution of intention or was certified by the office of financial management.

(b) The process and framework for adoption of a countywide planning policy specified in (a) of this subsection shall determine the manner in which the county and the cities agree to all procedures and provisions including but not limited to desired planning policies, deadlines, ratification of final agreements and demonstration thereof, and financing, if any, of all activities associated therewith.

(c) If a county fails for any reason to convene a meeting with representatives of cities as required in (a) of this subsection, the governor may immediately impose any appropriate sanction or sanctions on the county from those specified under RCW [36.70A.340](#).

(d) If there is no agreement by October 1, 1991, in a county that was required or chose to plan under RCW [36.70A.040](#) as of June 1, 1991, or if there is no agreement within one hundred twenty days of the date the county adopted its resolution of intention or was certified by the office of financial management in any other county that is required or chooses to plan under RCW [36.70A.040](#), the governor shall first inquire of the jurisdictions as to the reason or reasons for failure to reach an agreement. If the governor deems it appropriate, the governor may immediately request the assistance of the \*department of community, trade, and economic development to mediate any disputes that preclude agreement. If mediation is unsuccessful in resolving all disputes that will lead to agreement, the governor may impose appropriate sanctions from those specified under RCW [36.70A.340](#) on the county, city, or cities for failure to reach an agreement as provided in this section. The governor shall specify the reason or reasons for the imposition of any sanction.

(e) No later than July 1, 1992, the legislative authority of each county that was required or chose to plan under RCW [36.70A.040](#) as of June 1, 1991, or no later than fourteen months after the date the county adopted its resolution of intention or was certified by the office of financial management the county legislative authority of any other county that is required or chooses to plan under RCW [36.70A.040](#), shall adopt a countywide planning policy according to the process provided under this section and that is consistent with the agreement pursuant to (b) of this subsection, and after holding a public hearing or hearings on the proposed countywide planning policy.

(3) A countywide planning policy shall at a minimum, address the following:

(a) Policies to implement RCW [36.70A.110](#);

(b) Policies for promotion of contiguous and orderly development and provision of urban services to such development;

(c) Policies for siting public capital facilities of a countywide or statewide nature, including transportation facilities of statewide significance as defined in RCW [47.06.140](#);

(d) Policies for countywide transportation facilities and strategies;

(e) Policies that consider the need for affordable housing, such as housing for all economic segments of the population and parameters for its distribution;

(f) Policies for joint county and city planning within urban growth areas;

(g) Policies for countywide economic development and employment, which must include consideration of the future development of commercial and industrial facilities; and

(h) An analysis of the fiscal impact.

(4) Federal agencies and Indian tribes may participate in and cooperate with the countywide planning policy adoption process. Adopted countywide planning policies shall be adhered to by state agencies.

(5) Failure to adopt a countywide planning policy that meets the requirements of this section may result in the imposition of a sanction or sanctions on a county or city within the county, as specified in RCW [36.70A.340](#). In imposing a sanction or sanctions, the governor shall specify the reasons for failure to adopt a countywide planning policy in order that any imposed sanction or sanctions are fairly and equitably related to the failure to adopt a countywide planning policy.

(6) Cities and the governor may appeal an adopted countywide planning policy to the growth management hearings board within sixty days of the adoption of the countywide planning policy.

(7) Multicounty planning policies shall be adopted by two or more counties, each with a population of four hundred fifty thousand or more, with contiguous urban areas and may be adopted by other counties, according to the process established under this section or other processes agreed to among the counties and cities within the affected counties throughout the multicounty region.



# 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.



# NOTICE OF INTENT TO COMMENCE ANNEXATION PROCEEDINGS

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

PURPOSE: To annex \_\_\_\_\_ acres into the Stanwood City limits, including parcel number(s):

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TO: THE HONORABLE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON

We the undersigned, do hereby notify the City Council of the City of Stanwood of our intent to annex property, as described in the attached legal description and shown on the attached map, to the City of Stanwood of the State of Washington. This notice is signed by owners of not less than 10 percent of the valuation of the acreage for which annexation is sought.

### WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink and shall be followed by the name and address of the signor and the date of signing.

### PETITION FOR ANNEXATION SIGNATURES

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



# PETITION FOR ANNEXATION

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

PURPOSE: To annex \_\_\_\_\_ acres into the Stanwood City limits, including parcel number(s):

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TO: THE HONORABLE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON

We the undersigned, do hereby petition for annexation of the area of land described in this petition, which is contiguous to the City of Stanwood, a non-charter Code City of the State of Washington, signed by the PROPERTY OWNERS OF ACREAGE REPRESENTING 60% OF THE ASSESSED VALUE of the acreage proposed for annexation, as described in the attached legal description and shown on the attached map, to the City of Stanwood of the State of Washington.

### WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink and shall be followed by the name and address of the signor and the date of signing.

### PETITION FOR ANNEXATION SIGNATURES

	SIGNATURE	PRINT NAME	ADDRESS	DATE
1.				
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# City of Stanwood

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

## Type IV & Type V Permit – Submittal Requirements

### Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation

- 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.						Community Development Representative			
8.	See As-Built Plan Submittal Requirements for required specifications.					_____				
9.	See Sureties/Bond Submittal Requirements for required specifications.					Date				



# 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



## **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)