



ANNUAL DOCKET REQUEST

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

Please submit the following with your permit application:

- Docket Request Information Sheet
- Docket Request Application Form
- Written Narrative of Proposal

CITY OF STANWOOD COMMUNITY DEVELOPMENT CONTACT INFORMATION

Address: 10220 270th 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>



ANNUAL DOCKET REQUEST APPLICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

Date: _____

Permit Number(s):

Fee: _____

DOCKET REQUEST

Comprehensive Plan Text Amendment
Comprehensive Plan Map Amendment / Rezone
Zoning / Municipal Code / Development Regulation Text Amendment

	OWNER	APPLICANT	CONTACT
Business Name			
Name			
Full Address			
Phone Number			
E-mail			

FOR COMPREHENSIVE PLAN MAP AMENDMENTS AND REZONES

Project Address					
Nearest Intersection or General Location					
Tax Parcel ID Numbers All involved properties					
Approximate Acreage of Properties					
Water Supply	Current	Proposed	Sewer Supply	Current	Proposed
Existing Use of Property			Zoning Classification		
Proposed Use of Property			Comprehensive Plan Designation		

FOR ALL DOCKET REQUESTS

Explain your request and all proposed text or map amendments included in this proposal:

FOR ALL DOCKET REQUESTS

Attach a written description of how the proposal meets the following:

Comprehensive Plat Text Amendments – Show consistency with SMC 17.157.080

- (1) The amendment bears a substantial relation to the public health, safety, or welfare;**
- (2) The amendment is warranted because of changed circumstances or because of a need for additional property in the proposed Comprehensive Plan designation or because the proposed amendment is appropriate for reasonable development of the subject property;**
- (3) The subject property is suitable for development in conformance with standards under the proposed Comprehensive Plan designation;**
- (4) The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;**
- (5) The proposed Comprehensive Plan amendment has merit and value for the community as a whole; and**
- (6) The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.**

Comprehensive Plan Map Amendments (Rezoning) – Show consistency with SMC 17.155.090 (1)

- (a) The reclassification bears a substantial relation to the public health, safety, or welfare;**
- (b) 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;**
- (c) The subject property is suitable for development in general conformance with zoning standards under the proposed zoning classification;**
- (d) The reclassification will not be materially detrimental to uses or property in the immediate vicinity of the subject property;**
- (e) The reclassification has merit and value for the community as a whole;**
- (f) The reclassification is consistent with the Comprehensive Plan; and**
- (g) The reclassification complies with all other applicable criteria and standards of the Stanwood Municipal Code.**

Zoning / Municipal Code / Development Regulation Text Amendments – Show consistency with SMC 17.155.090 (2)

- (a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;**
- (b) There is a positive relationship to the public health, safety and welfare of the community; and**
- (c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.**

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 (Signature of the Property Owner of Record is Required)

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, 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.

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



City of Stanwood, Washington

Annual Docket Process

Docketing is the public participation procedure required by the state law (GMA) that allows residents the opportunity to request amendments to the City's comprehensive plan and development regulations on an annual basis.



What is the Final Docket?

- List of Comprehensive Plan or Development Regulation proposals that merit City review;
- Placement on the final docket is not an approval of the request - it is the beginning of the formal review process; and
- Early opportunity to review requests to determine if it meets the City's vision



City of Stanwood

10220 270th 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						
General Application:									
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 ¹	<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 ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1			
Site Plans:									
Site Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		4			
Landscape Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Tree Retention Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Plat Map ⁴	<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"/>			•			
Civil / Engineering:									
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 ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Road and Drainage Plans ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Topography ⁵ (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•			
Water / Sewer / Utility Plans ⁵	<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						
Environmental:									
SEPA Checklist ⁶	<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"/>			•			
Other:									
Public Notice Materials ⁷	<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
Before Final Plat or Final Certificate of Occupancy:									
Deeds/Easements/ Conveyances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•		1	1		
As-Built Plans ⁸	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3		
Sureties / Bonds ⁹	<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		
NOTES:					FOR CITY USE ONLY				
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	