



# Agricultural Activities and Farm-Related Business Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

## Description of Business: (Check one that applies)

- |  |   |
|--|---|
| _____ Farmers Market (SCC 30.28.036)           | _____ Farm Support Business (SCC 30.38.038) |
| _____ Farm Product Processing (SCC 30.91F.160) | _____ Farm Stands (SCC 30.28.039)           |
| _____ Farm Bakery (SCC 30.91B.015)             | _____ Farmland Enterprises (SCC 30.28.037)  |
| _____ Farm Kitchen (SCC 30.91K.055)            |   |

**IF NO NEW STRUCTURE OR IMPROVEMENTS ARE PROPOSED**, go directly to the **Site Plan Requirements** (Section C) and provide the minimum submittal requirements. In addition to items in Section C, the following is required:

- \_\_\_\_\_ i. [Change of Use Application](#)
- \_\_\_\_\_ ii. **2 copies** of a Cover Letter describing the project, site conditions, total site acreage, total square footage of existing building(s), total number of employees, whether washing/slicing/trimming of vegetables or fruits will occur on site and whether the use of a Sani-can is proposed

## A. Forms/Fees

- \_\_\_\_\_ 1. **2 copies** of completed [Master Permit Application](#)
- \_\_\_\_\_ 2. Chapter 30.66B [Pre-submittal Conference Review form](#) and required materials and fees (MANDATORY only if building is > 5000 square feet, or if your proposal is Farm Support Business or Farmland Enterprise)
- \_\_\_\_\_ 3. **5 copies** of Supplemental Traffic Information (if required on Pre-Submittal Form)
- \_\_\_\_\_ 4. **2 copies** of Cover Letter describing project, site conditions, total site acreage, total square feet of existing or proposed building(s), total number of employees, whether washing/slicing/trimming of vegetables or fruits will occur on site, and whether the use of a Sani-Can is proposed.
- \_\_\_\_\_ 5. Completed [Grading Permit application](#) (if applicable) (for projects vested before September 30, 2010, or (if applicable) a [Land Disturbing Activity Permit Application](#) (for projects vested on or after September 30, 2010)
- \_\_\_\_\_ 6. **4 copies** of [SEPA Checklist](#) unless exempted under Chapter 30.61 SCC
- \_\_\_\_\_ 7. [Flood Hazard Application](#) (if applicable)
- \_\_\_\_\_ 8. Shoreline Application (see Master Permit Application) or [Exemption Request](#) (if applicable)

## B. Plans/Reports

- \_\_\_\_\_ 9. **2 sets** Architectural/Structural plans including structural calculations, energy analysis and mechanical plans, where applicable, consisting of the following: (**3 sets** are required if property has or will have an espresso stand, is food-service related or on a septic system)
  - \_\_\_\_\_ 10. Type of building construction
  - \_\_\_\_\_ 11. Detailed setbacks to all buildings and property lines legibly labeled on plans
  - \_\_\_\_\_ 12. Use of building
  - \_\_\_\_\_ 13. Detailed square footage
  - \_\_\_\_\_ 14. Drawn to a generally accepted scale which is legible
- \_\_\_\_\_ 15. **4 sets** Site Plans (**9 sets** if Public Works Pre-Submittal Form indicates that site plans are required)



- \_\_\_\_\_ 16. **3 sets** Landscaping plans
- \_\_\_\_\_ 17. For projects vested on or after September 30, 2010 or vested on or after January 22, 2016, unless exempt per SCC 30.63A.200, submit a [Drainage Review Submittal Checklist / Form](#) and the applicable stormwater site plan (See SCC 30.63A.300 and 30.63A.310 SCC for stormwater site plan thresholds). A stormwater site plan includes a stormwater pollution prevention plan (SWPPP) to control erosion. When only MR 2 (SWPPP) is required, submit the appropriate SWPPP. Please check applicable boxes:

- YES  NO  Exempt per [SCC 30.63A.200](#)  
 YES  NO  [Targeted stormwater site plan](#) (MRs 1-5)  
 YES  NO  [Full stormwater site plan](#) (MRs 1-9)

Stormwater Pollution Prevention Plan (SWPPP) (SCC 30.63A.445 and 30.63A.450) for erosion and sediment control:

- YES  NO  [Small Project SWPPP](#) (SCC 30.63A.810)  
 YES  NO  [Construction/Full SWPPP](#) (SCC 30.63A.445 through 30.63A.510)

For projects vested on or after January 22, 2016 only: Limited exception from certain provisions of Minimum Requirements 1, 5 and 9 per SCC 30.63A.210 may apply.

- YES  NO  Project meets criteria in [SCC 30.63A.210](#) and is therefore eligible for the exception. MS4 determination is required to verify that the project site does not drain to the MS4.

- \_\_\_\_\_ 18. **3 copies** - Plans showing locations of all critical areas, buffers and setbacks; [Critical Areas Studies](#), [Mitigation Plans](#) and [Farm Conservation Plans](#), where applicable (Chapters 30.62, 30.62A, 30.62B & 30.62C SCC).

**C. Site Plan (Single Sheet) shall include the following:**

- \_\_\_\_\_ 21. Vicinity map
- \_\_\_\_\_ 22. Tax account number(s)
- \_\_\_\_\_ 23. Legal description
- \_\_\_\_\_ 24. North arrow
- \_\_\_\_\_ 25. Date of preparation
- \_\_\_\_\_ 26. All property lines with dimensions
- \_\_\_\_\_ 27. Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing topos); Topos must also be shown on Civil drawings. Survey may be required if subject to Full Stormwater Site Plan.
- \_\_\_\_\_ 28. Location of existing/proposed easements, access areas and utilities
- \_\_\_\_\_ 29. Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
- \_\_\_\_\_ 30. Proposed or existing outdoor lighting
- \_\_\_\_\_ 31. Proposed sign location and square footage of sign (SCC 30.27.051)
- \_\_\_\_\_ 32. Distance from Right-of-Way center line to property line
- \_\_\_\_\_ 33. Access points showing arrows for ingress and egress
- \_\_\_\_\_ 34. If access is to private road or via panhandle show access all the way to named public road
- \_\_\_\_\_ 35. Septic tank, drain field and reserve areas (if applicable)
- \_\_\_\_\_ 36. Critical areas (wetlands, streams or water bodies, areas of slopes 33% or greater, fish and wildlife habitat conservation areas [FWHCA], critical aquifer recharge areas and flood hazard areas – see Chapters 30.62A, 30.62B, 30.62C and 30.65 SCC); If none, make a note on site plan

- \_\_\_\_\_ 37. Locations on site and within the specified distance from site boundaries in accordance with SCC 30.62A.130 and SCC 30.62B.130.
- \_\_\_\_\_ 38. Distances to proposed or existing structures and parking areas
- \_\_\_\_\_ 39. Proposed and existing parking areas (show number of stalls): One stall must be van accessible (8' wide x 20' long striped access aisle)
- \_\_\_\_\_ 40. Show travel route to building
- \_\_\_\_\_ 41. Show existing landscaping areas (refer to SCC 30.25.010 for terminology)
- \_\_\_\_\_ 42. Show proposed landscaping areas
- \_\_\_\_\_ 43. Proposed limits of any additional site disturbance (e.g., clearing, grading) not already identified