

Minor Revision Submittal Checklist



I. Project Information

Original Project Name _____

Original Project File Number _____

PDS Use Only

Is checklist complete?

- Yes
- No, asked Applicant for missing details
- No, requires other follow up

II. Applicability

This checklist applies to **minor revision** applications to approved development applications pursuant to Snohomish County Code (SCC) 30.70.210. Approved development applications in this case include preliminary approval for subdivisions and short subdivisions, and final approval prior to construction for all other development applications. Minor revisions can be submitted for residential and non-residential development applications.

Not sure if this is the correct checklist for your project?

Contact PDS [Ask Permit Tech](#) for help!

III. Electronic Plan Review Standards

All items submitted on MyBuildingPermit.com should meet the requirements in Assistance Bulletins #[111](#) (General Electronic Standards). The following specifies general requirements:

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Acceptable File Types. Submit all files in a PDF format.

File Naming. Name your documents to match the items in the following sections (e.g. Project Narrative, Site Plan, Landscape Plan, etc.).

Site Plan Standards. All site plans must be drawn to scale using a standard scale. Each sheet shall state the scale and untitled viewports must be turned off. See Assistance Bulletin #[112](#) (Standards for Plans).

Plan Orientation. Plans must be drawn in a consistent orientation, generally in “landscape” format in the horizontal position

IV. Required and Optional Documents

Items on this checklist are required to determine a complete application per [SCC 30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing. *If any item is not applicable, please add “NA” within the applicant column and discuss the rationale as necessary within the narrative.*

A. Required Documents. These documents are *always required* for complete minor revision submittals. Any NAs written in this section of the checklist will result in the application not being accepted.

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Master Permit Application. This form is available at [this link](#).

Project Narrative. See the Project Narrative Checklist on page 4 for requirements, in general the narrative should describe the proposed changes and how they comply with the SCC 30.70.210.

Site Plan/Preliminary Subdivision Map. One or both will be required depending on the original project, and what is proposed to change. The site plan/preliminary subdivision map shall display the proposed changes, and include all other elements required on those plans such as zoning, open space, etc. These elements are required because if approved, the minor revision site plan/preliminary subdivision map will supersede the originally approved plan.

Previous Project Decision Document such as an administrative decision for Type 1 permits, or Hearing Examiner decision for Type 2 permits.

Originally Approved Site Plan/Preliminary Subdivision Map. One or both will be required depending on the original project and what is proposed to change. If the proposed change is to, for instance, add an additional lot to a preliminary short subdivision within the Urban Growth Area, both a revised administrative site plan and preliminary short will be required. If the minor revision is to change the access point of a previously approved single-family detached unit (SFDU) development, only a revised administrative site plan will be required.

Submittal Checklist. Fill out this checklist and include it with the rest of your application materials submitted to mybuildingpermit.com.

B. Additional Documents. These documents may be required depending on project details. Provide any document that contains revised information.

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Critical Area Study / Report if the revision proposes changes to streams, wetlands, or protective buffers.

Land Disturbing Activity Plans if the revision alters building footprints or drainage patterns.

Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report if the revision alters building footprints or drainage patterns in a way that alters engineering calculations.

Geotechnical Report if the revision makes any changes in landslide or erosion hazard areas or if changing or adding constructed features such as large retaining walls that require geotechnical evaluation.

Landscaping Plan if changing the location, quantity, or type of proposed plantings.

Parking Study if square footage or number of units is increasing and the original approval relied on a parking study rather than simple compliance with parking ratios in Snohomish County Code.

Record of Survey if the revision affects a recorded survey.

Traffic Study if square footage (non-residential) or number of residential units is increasing and the original approval also required a traffic study.

Any supporting Documents that may be helpful to explain or support the minor revision request.

V. Project Narrative Checklist

This section provides a checklist for items that must be in a minor revision project narrative. In general, the narrative is a written description of the elements that are proposed to change. The narrative does not need to be written in the order of the checklist items. The content of the narrative **will not be verified at submittal**, but all applicable items are requested to be included.

A. Basic proposal information for all minor revision project narratives.

Applicant

- State whether the project is residential or non-residential.
- Explain how the request will not substantially alter the previous approval, final conditions of approval, and the public health, safety, and welfare.
- Describe how the minor revision changes comply with applicable development regulation in effect when the original application was determined to be complete.
- Explain how the project complies with the decision criteria in SCC 30.70.210(5).
- Describe any changes in access. PDS cannot approve a change in access location that changes the trip distribution as a minor revision.
- Provide a list of documents/reports included in the submittal.

B. Residential Projects Only. Discuss compliance with SCC 30.70.210(3) as laid out below. Please place a NA over those changes that are not proposed. For instance, if the minor revision will not change the access location, a NA can be marked below.

For ***all residential*** minor revisions, the narrative shall describe the below items. **Check all that apply** and discuss in the narrative.

Applicant

- Describe changes to the project boundaries required to address surveying errors or other issues. (See SCC 30.70.210(3)(e) for related requirements that will be verified during the review process.)
- Describe changes to the internal lot lines (SCC 30.70.210(3)(f)).

Describe if there is a requested change to the aggregate area of designated open space (SCC 30.70.210(3)(g)).

Describe if there are requested change(s) not addressed by SCC 30.70.210(3). This could be allowed if it does not substantially alter the character of the approved development application or site plan and prior approval (SCC 30.70.210(3)(h)).

If the minor revision is to an approved ***preliminary short subdivision***. Check one and describe in the narrative.

Applicant

The number of lots are unchanged from the prior approval.

One additional lot than was preliminarily approved is requested. The narrative describes where this lot is located, and how it complies with all applicable regulations. The preliminary subdivision map displays this additional lot, and if in the UGA, the administrative site plan displays this new lot and building footprint.

The proposal is to reduce the number of lots.

If the minor revision is to a ***preliminary subdivision, SFDU development, cottage housing, mixed townhouse, townhouse, or multiple family*** development. Check one and describe in the narrative.

Applicant

The number of lots (preliminary subdivisions) or units (all types) is unchanged.

The revision proposes an increase in lots or units. The increase must be the lesser of either a 10 percent increase in the number of lots or units, or an additional 10 lots or units (SCC 30.70.210(3)(b)). The narrative describes where these lots / units are located, and how the increase complies with all applicable regulations. The preliminary subdivision map displays the additional lots, and if in the UGA, the administrative site plan displays the new lot(s) / unit(s).

The revision proposes to reduce the number of lots or units.

C. Non-Residential Projects Only. Discuss compliance with SCC 30.70.210(4). Minor revisions are permitted to non-residential projects as long as there is no change in the proposed type of development or use.

Applicant

If any structure is proposed to increase in size: state the before (prior approval) and after (with minor revision) square footages and the percent increase in the square footage. Note that changes to increase the gross floor area must be no more than 10 percent, unless the structure is a utility structure in which case there is a 400 square foot increase maximum (SCC 30.70.210(4)(a) and (b)).

Describe the change to trip generation. PDS cannot approve a minor revision with more than a 10 percent increase to trip generation.

Describe if there are any other requested changes that do not substantially alter the character of the approved development application or site plan and prior approval (SCC 30.70.210(4)(d)).

VI. Filing Fees

PDS will calculate fees due after receiving your application pursuant to Chapter 30.86 SCC. Payment of fees is part of filing a complete project application.

VII. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.

Appendix A: Project Narrative Guide

Project narratives help PDS understand the proposal. Narratives include key facts and describe choices made by the Applicant when there is more than one way to comply with requirements. It is also a chance for an applicant to explain special circumstances.

Example Project Narrative.

Acacia Place is an approved preliminary subdivision development (14-123456 PSD/SPA) with 23 lots and 4 tracts. The applicant requests a minor revision to add 2 new lots, alter the building footprints of a number of lots, and decrease the size of Tract 999. The original application utilized lot size averaging, and the proposed revisions will comply with the lot size, lot width, and setbacks requirements from the 2014 code when the project was originally vested, and as displayed on the site plan and preliminary subdivision map. The average lot size of the proposal including the two new lots will be 7,400 square feet, beyond the required 7,200 square feet for the underlying zone.

No new access points are proposed, although the average daily trips will increase with the two additional lots. This is discussed within the supplemental traffic study provided within this minor revision submittal package. No exterior lot boundaries are proposed to change, although the internal lot lines will shift with the addition of the two new lots between lot 23 and Tract 999.

The building footprints within lots 4, 5, and 6 are proposed to move slightly to the north, as a retaining wall is required along the southern border of these lots that will require an extended tie back area. The subject property is within the R-7,200 zone, and the required side setbacks of 5 feet for each lot will be maintained. Setback lines are displayed on the minor revision site plan and preliminary subdivision map.

This proposed increase of 2 lots represents less than a 10 percent increase in the number of lots/units, as permitted by SCC 30.79.210(3) and the new density is less than the maximum per Chapter 30.23 SCC. The area for these new lots will be taken from Tract 999, and the decrease in 6,500 square feet will reduce the total open space and landscaping by an equivalent amount. This reduction in open space represents a 9 percent decrease in the total amount of open space. This reduction represents less than the maximum allowed 10 percent, and the total amount of open space (63,500 square feet within Tracts 999, 998, and 995) complies with the minimum requirements. The applicant has submitted a revised landscape plan and tree canopy worksheet that displays the reduction in Tract 999, new lots, and revised landscaping to comply with requirements.

The minor revision will not substantially alter the previous approval, final conditions, or public, health, safety, and welfare.