

Submittal Checklist for Urban Subdivision and Short Subdivisions



Snohomish County

Planning and Development Services

I. Project Information

Project Name _____

Zoning: _____

Are you also requesting a rezone?

No

Yes

If yes, requested zone _____

PDS Use Only

Is checklist complete?

Yes

No, asked Applicant for missing details

No, requires other follow up

II. Applicability

This checklist applies to **Urban Subdivisions and Short Subdivision** applications, including **Unit Lot (Short) Subdivisions**, under Chapters 30.41A or 30.41B SCC. If you are applying for a Planned Residential Development (PRD), please use the PRD checklist.

If you would like to apply for a concurrent or stand-alone rezone, please also utilize the rezone submittal checklist (*linked*).

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:

PDS	Applicant	
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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, Public Notice Payment Agreement, 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 preliminary (short) subdivision submittals. Any NAs written in this section of the checklist will result in the application not being accepted.

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

Project Narrative. See the Project Narrative Checklist on page 6 for requirements, and the project narrative guide on page 17 for an example narrative. A senior permit tech will ensure that the narrative is provided for the submittal to be accepted, and the planner will review the Project Narrative Checklist to ensure all required information is included in the narrative during the review of the proposal.

URDS Site Plan. At minimum, the site plan shall be a sheet (or sheets) that act as a combined URDS Site Plan. Additional sheets can be added to the site plan set with clear titles that describe the purpose of each sheet, such as “Landscape Plan”. See site plan checklist on page 8 for more details.

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| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary (Short) Subdivision Map. All preliminary (short) subdivision applications must be accompanied by a preliminary (short) subdivision pursuant to Chapter 30.41A or 41B SCC. See preliminary subdivision map checklist on page 12. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Plans to comply with Chapter 30.25 SCC. You may compile these in the same plan set as the Site Plan or Subdivision Map (with appropriate sheet titles) or they can be a stand-alone sheet. See page 14 for a landscape plan checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Land Disturbance Activity Plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Pre-Submittal Conference Review Form. Include the signed form provided at the Traffic Pre-Submittal Conference. The form must be signed within last 90 days. If more than 90 days has passed, contact the traffic reviewer for an updated signature. |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report / Plat Certificate. The full title report shall list all owners and encumbrances on the subject property, and provide copies of all referenced documents. The recorded documents shall be indexed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittal Checklist. Fill out this checklist and include it with the rest of your application materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Payment Agreement. The form is available at this link |

B. Additional Documents. These documents may be required depending on project details.

Traffic Documents. Include all traffic documents identified on the Traffic Pre-Submittal Conference Review Form as necessary for the project. **Check all that apply.**

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Traffic study. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mitigation offers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other supporting documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Transportation Demand Management (TDM) plan showing sidewalk and pedestrian connection or a written cash offer (SCC 30.66B.660(1) & DPW Rule 4228.040). |

Critical Area Study / Report. Prepared by a qualified specialist to assess any streams, wetlands, or shorelines on-site or within 300 feet of the site. Must meet requirements of SCC 30.62A.130 and .140. **Pick one option.**

PDS Applicant

Not applicable. No critical areas present.

Critical Areas and buffers already have protection in a recorded Critical Area Site Plan (CASP), Native Growth Protection Area (NGPA), or similar document. All proposed development is consistent with previously recorded protection. Provide copies of the recorded documents in lieu of a critical area study.

A Critical Area Study is required and is included in the submittal package.

Habitat Management Plan (HMP). When development activities occur on a site containing a primary association with a critical species, an HMP is required in addition to the Critical Area Study (SCC 30.62A part 400). **Pick one option.**

PDS Applicant

Not applicable. No critical species are present.

The HMP is included as part of the Critical Areas Study.

The submittal includes an HMP as a stand-alone document.

Geotechnical / Geological Report. Prepared by a qualified engineer or geologist to assess any development activity or action requiring a permit within a geologic hazard area (erosion hazard area, landslide hazard area or geologic fault). This may also be to address engineering issues related to constructed features. **Check all that apply.**

PDS Applicant

Not applicable. No geologic hazards are present, and/or no constructed feature requires additional engineering.

A geotechnical engineering report addressing geologic hazards is provided.

A geotechnical engineering report addressing retaining walls, soil conditions related to vaults, or other constructed features is provided.

Hydrogeological Report. See SCC 30.62C.140 for requirements. This may also be to address engineering issues related to constructed features. **Pick one option.**

PDS Applicant

Not applicable.

A hydrogeological report is provided.

Deviation Request. If requesting deviations from Snohomish County's Engineering Design and Development Standards (EDDS), include a completed [EDDS Deviation Request form](#). **Pick one option.**

PDS Applicant

Does not apply to this project.

A Deviation request is included.

An early EDDS deviation request was submitted, approved, and is attached as a Supporting Document.

PDS Applicant

Landscape Modification Letter. Applicants can request landscape modifications per SCC 30.25.040.

Building Elevations. To demonstrate compliance with URDS (Chapter 30.23A SCC), building elevations can be provided. With proposed single family or duplex dwelling units, submittal of building elevations may be deferred to building permit application.

SEPA Environmental Checklist. Preliminary subdivisions require a SEPA checklist. If your project is a preliminary short subdivision, see [SCC 30.61.035](#) and [WAC 197-11-800](#) for possible exemptions. If a SEPA checklist is required, the form is available at [this link](#).

Signing Authority. If the vested owner is a corporation, provide documentation of signing authority on behalf of the corporation.

Plat Name Reservation. Required for preliminary subdivisions (not required for short subdivisions).

C. Optional Documents. These documents are not required for a complete submittal, although they are required for eventual approvals. Providing them at submittal may expedite the overall review and approval process.

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Water and Sewer Availability Certificates |
| <input type="checkbox"/> | <input type="checkbox"/> | School District Comments |
| <input type="checkbox"/> | <input type="checkbox"/> | Supporting Documents |

V. Project Narrative Checklist

This section provides a checklist for items that must be in a (short) subdivision project narrative. In general, the narrative is a written description of the elements of a proposal. 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. See *Appendix A: Project Narrative Guide* on page 17 for an example narrative.

A. Basic proposal information.

Applicant

- State whether the proposal is a subdivision or short subdivision.
- List residential housing type(s) proposed (single-family, duplex, or townhouse)
- State the number of proposed lots, tracts, and dwelling units.
- State the existing zoning, and proposed zoning if a rezone is concurrently requested.
- State the comprehensive plan designation of the site.
- Describe any unique elements, such as if setbacks are proposed to be reduced, existing building on-site are proposed to remain, or if there are limitations on height based on, for instance, the property's location within the Airport Compatibility Area.
- Describe any special circumstances or known exemptions that may impact the permit process.
- State if the applicant is requesting concurrent review of permits such as a rezone or variance. Please note that if a rezone is requested, the narrative must also discuss compliance with each of the decision criteria of SCC 30.42A.100, and the change in circumstance.

Provide a list of documents/reports included in the submittal.

B. Urban Residential Design Standards (URDS). Describe how the proposal will comply with the requirements of Chapter 30.23A SCC.

Applicant

If the gross density is greater than 7 units per acre, additional compatibility requirements may apply. Describe how the proposal will comply with SCC 30.23A.030.

Describe compliance with the design standards of SCC 30.23A.040. The applicant may request that PDS defer its review for compliance with SCC 30.23A.040 to the building permit stage when proposing single family and duplex dwelling units. If townhouse or multifamily dwelling units are proposed, describe compliance with the design standards of SCC 30.23A.050 (townhouse) or SCC 30.23A.060 (multifamily) as applicable.

C. Access and Road Network (Chapter 30.24 SCC).

Applicant

Describe the proposed or existing internal road network elements that will provide access to each dwelling unit, as well as pedestrian facilities.

D. Landscaping (Chapter 30.25 SCC).

Applicant

Describe compliance with any landscaping provisions not readily apparent on the landscaping plan.

E. Parking (Chapter 30.26 SCC).

Applicant

Describe where the required parking spaces will be located, and state the total number of parking spaces proposed.

VI. URDS Site Plan Checklist

This section provides a checklist for items that must be in a URDS Site Plan. The site plan must be complete for PDS to accept the project application for review. The preliminary (short) subdivision map can be combined with the site plan if the sheet(s) displays the required elements for both plans.

The **URDS Site Plan** can be composed of one sheet or multiple sheets. If providing a plan set, please number and title each sheet to indicate that it is a part of one set.

A. Items required on **all plan sheets**

PDS	Applicant	
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|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Project name. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project file number (or placeholder for one when assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet Title, such as "URDS Site Plan" or "Existing Conditions." |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, Range. |
| <input type="checkbox"/> | <input type="checkbox"/> | Graphic scale clearly indicated on plan view (turn off all untitled viewports so that PDS can confirm the scale). |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legend of displayed layers and line widths not identified otherwise on the plan. |
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B. **Cover Sheet.** The cover sheet information can be combined with other sheet(s) if all information is clear and legible. The majority of the information listed below should be provided textually on the plan sheet. This could be accomplished, for instance, within a table. It is important to note that much of this information is also required to be graphically displayed. For instance, the cover sheet must list the required and proposed on-site recreation space amounts, and the proposed conditions sheet should graphically display where the proposed on-site recreation space will be located.

PDS	Applicant	
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|--------------------------|--------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map located in the top right hand corner. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax account number(s) of the subject property and adjacent properties. |

- Legal description(s) of the subject tax parcel(s).
 - Sheet index (if submitting a plan set).
 - Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers.
 - Comprehensive plan designation of the site, and the designation of surrounding properties.
 - Zoning designation of the site (existing and proposed if applying for concurrent rezone), and the zoning of surrounding properties.
 - Utility providers.
 - School District.
 - Fire District.
 - Total site area (acreage and square footage).
 - Total number of lots and dwelling units proposed.
 - Minimum net density calculation per SCC 30.23.020.
 - Gross density calculations.
 - Maximum lot coverage allowed per SCC 30.42B.145, and proposed lot coverage.
 - Front (structure and covered parking), side, and rear setbacks.
 - Number of parking spaces required and proposed.
 - The amount of landscaped area required and proposed.
 - The amount of tree canopy required and proposed.
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C. Existing Conditions Sheet. Graphical information to be displayed.

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Subject project boundaries and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Display and label all existing structures, fences, rockeries, driveways, septic tanks, drainfields, etc. Add a "TBR" to any feature that will be removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing topography at contour intervals of five feet or less. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label existing adjacent public roads, and the distance from the right-of-way centerline to front property line(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Label all existing easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Display any known encroachments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Display the location of existing fire hydrants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Display any off-site structures within 25 feet of the external property boundaries. |
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D. Proposed Conditions Sheet. Graphical information to be displayed.

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Proposed lots including lot lines and dimensions, total lot square footage, and lot numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed tracts including tract lines and dimensions, total tract square footage, tract numbers, and brief description such as "Open Space" or "CAPA". |
| <input type="checkbox"/> | <input type="checkbox"/> | On-site recreation space features. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed road network elements with dimensions and labeled as private or public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-way area(s) to be dedicated or deeded to the county. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed frontage improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of required pedestrian facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveways on each lot with proposed parking spaces labeled and numbered consecutively. |

- Building footprints or building envelopes with proposed parking spaces labeled and numbered.
- Locations and dimensions of proposed off-street parking spaces that are numbered consecutively, including guest parking if applicable.
- For parking proposed inside of garages, provide garage detail that depicts parking areas free of obstructions (e.g. stairs, water heaters and other supportive utilities). Each standard parking space must have a minimum dimension of 8.5 feet by 19 feet.
- Setback lines within each proposed lot.
- Perimeter landscaping areas (all perimeter landscape areas must be within a tract or easement).
- Clearing limits.
- Any off-site structures within 25 feet of the external property boundaries.
- Location of wetlands and fish wildlife habitat conservation areas and their buffers on or within 300 feet of the site.
- Location of geologically hazardous areas on or within 200 feet of the site.
- Location of existing or proposed CAPA (including existing NGPA).
- Location of proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults.
- Location of existing and proposed easements.
- Location(s) of "No parking-Fire Lane" signage or striping.
- Location of proposed fire hydrants, if any.

VII. Preliminary Subdivision or Preliminary Short Subdivision Map

This section provides a checklist for items that must be on a Preliminary Subdivision or Short Subdivision map. Similar to the site plan, the preliminary subdivision map can be one sheet if all required information is legible, or multiple sheets with clear titles. The applicant may also combine the subdivision map and site plan if all required features for both plans are present. Textual information listed below can primarily be provided within a text box or table, while graphical information should be displayed within the map of the proposed development.

Preliminary (Short) Subdivision Map. All sheets must be prepared by, and bear the seal and signature of, a registered professional land surveyor.

A. *Textual Information.*

PDS	Applicant	
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| <input type="checkbox"/> | <input type="checkbox"/> | Project name and project file number (or placeholder for one when assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title such as "Preliminary Subdivision Map." |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, and Range. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax account number(s) of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) of the subject tax parcel(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of water supplier and sewage disposal purveyor(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire District. |
| <input type="checkbox"/> | <input type="checkbox"/> | School District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning (existing and proposed if applying for a rezone). |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed land use including if duplexes are proposed. |

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| <input type="checkbox"/> | <input type="checkbox"/> | Gross square footage and acreage of the subject property, proposed number of lots, and average lot size. |
| <input type="checkbox"/> | <input type="checkbox"/> | The total square footage of the open space, and its percentage of the gross site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum net density calculation. |
| <input type="checkbox"/> | <input type="checkbox"/> | If utilizing the provisions of lot size averaging pursuant to SCC 30.23.210, provide the lot size averaging calculation and minimum lot size. |
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B. Graphical Information to be shown on the map.

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | The boundary lines and dimensions of the external boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed boundary lines and dimension for each proposed lot and tract. |
| <input type="checkbox"/> | <input type="checkbox"/> | Consecutive numbering for all lots, separate from consecutively numbered tracts. |
| <input type="checkbox"/> | <input type="checkbox"/> | A unit lot (short) subdivision shall make adequate provisions for ingress, egress, and utilities access to and from each unit lot created by reserving such common areas or other easements over, under, and across the parent site as deemed necessary to comply with all other design and development standards generally applicable to the underlying site development plan. Display such easements if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | The development status of contiguous land, including identification of any adjacent subdivisions and short subdivisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | A vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | The location, or notation, of the nearest fire hydrant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing contour lines with intervals sufficient to show drainage, slopes, and road grades in the (short) subdivision and within 50 feet of the external boundary lines. The contour intervals shall be two or five feet. All contours shall be referenced. |
| <input type="checkbox"/> | <input type="checkbox"/> | The names, locations, and widths of all existing streets, road rights-of-way, easements, other public ways, railroad rights-of-way, and utilities on-site and within 50 feet of the external lot lines with right-of-way centerlines. |
| <input type="checkbox"/> | <input type="checkbox"/> | The layout and widths of all proposed private roads, rights-of-way, and easement lines within the (short) subdivision. |

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| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of pedestrian facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | All critical areas on-site or within 300 feet of the site, geologically hazardous areas on or within 200 feet, any base flood elevation data, when located in whole or in part within a flood hazard area, and any aquifer recharge areas on the property. Applicable buffers should be in critical area protection areas (CAPA). |
| <input type="checkbox"/> | <input type="checkbox"/> | Any zoning boundary lines on or near the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | A centerline profile of all proposed public and private road(s) and/or shared driveways. This could be provided separately on the stormwater site plan. |

VIII. Landscaping Plans

This section provides a checklist for items that must be on the landscaping plans. Please note that for any proposed tree that does not have a 20 year canopy listed within the Snohomish County Tree List, submit 20 year canopy coverage estimates from a qualified landscape designer with documented annual growth rates for species height and width. The estimated 20 year canopy coverage may not exceed the mature canopy listed on the Snohomish County Tree List.

Landscaping Plans to comply with Chapter 30.25 SCC. You may compile these in the same plan set as the other plans (but number as appropriate) or they can be a stand-alone file.

A. General Information.

- | PDS | Applicant | |
|--------------------------|--------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Project name and project file number (or placeholder for one when assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title, such as "Landscape Plan." |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, and Range |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Account number(s) of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and credentials of the qualified landscape designer who prepared plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation or revision |

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| <input type="checkbox"/> | <input type="checkbox"/> | An irrigation plan if irrigation is necessary or note indicating that proposed species do not require irrigation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearing limits consistent with proposed or future land disturbing activities plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any required perimeter landscape areas within a tract or easement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of on-site recreation space and the facilities for passive and active recreation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all proposed plantings, including street trees. All proposed trees except for street trees must be planted a minimum of 5 feet from external subject property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of any trees to be retained and associated tree protective fencing. |
| <input type="checkbox"/> | <input type="checkbox"/> | If landscaping is chosen as a “compatibility” option under SCC 30.23A.030(3), show the location of additional landscaping. |
| <input type="checkbox"/> | <input type="checkbox"/> | If applicable, stormwater detention facility landscaping per SCC 30.25.023, and parking lot landscaping per SCC 30.25.022. |

B. *Planting Information*

PDS Applicant

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| <input type="checkbox"/> | <input type="checkbox"/> | Plant key that includes tree species, species type (evergreen or deciduous), if it is native, the 20 year canopy calculation, the height at planting, diameter at planting if deciduous, the quantity to plant, and the total 20 year tree canopy of that species. All trees must be a minimum of 6 feet in height at planting. A plant key shall also be provided for shrubs. |
| <input type="checkbox"/> | <input type="checkbox"/> | For retained tree canopy measured through a tree survey (Option 1 of Table 30.25.016(4)), provide a separate plant key. Each existing tree to be retained shall be numbered in the plant key and this shall be matched to the tree location on the face of the plan. The tree species and species type (evergreen/deciduous) will be listed. The existing average canopy radius, average canopy calculation ($CA=\pi r^2$), existing canopy bonus, and total existing tree canopy area for each tree to be retained shall also be listed. Any applicable canopy credits shall also be listed. |
| <input type="checkbox"/> | <input type="checkbox"/> | For retained tree canopy measured through an aerial estimation (Option 2 of Table 30.25.016(4)), provide an aerial image with the existing canopy labeled and amount totaled. |

C. Calculations

PDS **Applicant**

Proposed and required landscaping. A minimum of 10 percent of the gross site area must be landscaped.

Proposed and required 20 year tree canopy. With existing versus proposed canopy differentiated.

Total percentage of evergreen species, percentage from one species, and percentage from one family proposed to be planted on site to demonstrate compliance with SCC 30.25.015.

Proposed and required open space and active recreation space.

IX. Filing Fees

PDS will calculate fees due after receiving your application. Payment of fees is part of filing a complete project application.

X. 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.

Basic Project Information: Green Forest Estates is a proposal for 12-lot subdivision with three tracts. It is designed using lot size averaging and will include duplexes on 11 lots, and the existing single-family residence will be retaining within Lot 12, for a total of 23 units. The site is 2.05 acres in size (89,307 sq ft). The comprehensive plan designation for the site and surrounding unincorporated property is Urban Low Density Residential. The current zoning of the subject property is R-8400, and a concurrent rezone requires is submitted with this preliminary subdivision proposal to rezone the property to R-7200. A separate rezone narrative is provided with a discussion of the change in circumstance and compliance with the decision criteria of SCC 30.42A.100.

The subject property is made up of 3 legal lots. The existing homes on parcels 01234567890100 and 01234567890101 will be demolished, whereas the existing house on parcel 01234567890200 will remain. No known critical areas exist on site or within 300 feet of the site. Nearly the entire site will be cleared during construction. Proposed plantings on the landscape plans would result in 32% tree canopy coverage after 20 years.

Bulk Regulations: The height of the new units will all be 30 feet or less. Maximum lot coverage is 55% under lot size averaging. Building envelopes on the site plan would result in 48% lot coverage.

Two URDS compatibility measures are required because the proposed density of 11.22 units/ gross acre exceeds the 7 units to be exempt, and the surrounding homes are all relatively new and on lots under 10,000 sq ft. The first compatibility measure the proposal will utilize is that none of the homes will be taller than 30 feet. The project will also be replacing the existing chain link and wooden fences on the exterior boundaries with a new decorative wall that incorporates architectural detailing as shown on the wall detail in the landscaping plans. We are requesting to defer confirmation of remaining URDS requirements to individual building permits.

4,600 square feet of on-site recreation is required for the proposed 23 dwelling units, and this space will be located within Tracts 996 and 997. A total of 5,000 square feet of recreation space is proposed, with 2,400 square feet of Tract 996 developed with a walking trail, playground, picnic tables, and benches. More than 40 percent of the required recreation space located within Tract 996, and the playground will be visible from proposed lots 9, 8, and 7 and away from the proposed internal public road.

Access, Road Network, and Parking: A new public road, 25th Avenue, will connect to 96th Street and will provide access to the majority of the units. Lots 10, 11, and 12 will take access from new private road

(Tract 998) that will connect to an existing off-site private road. The Applicant will construct and dedicate five feet of right-of-way at plat recording to accommodate the required frontage improvements on 96th Street. The far side of 96th Street is in the City of Everett, including an existing section of 25th Avenue built to city standards. This city section is two feet narrower than County road standards. An EDDS deviation to match city width standards is submitted with this application. Each unit will have a two-car garage with a minimum dimension of 17 feet by 19 feet, and guest parking in the driveway. This exceeds the requirement for a total of 46 parking places.

Submitted with this application: [List of documents provided]