

**Planned Residential Development (PRD)
Submittal Checklist for
Subdivision and Short Subdivision**



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 **Planned Residential Development (PRD) subdivision and short subdivision** applications under Chapter 30.42B SCC.

PRDs subdivisions are only permitted within the urban growth area (UGA) in the R-9,600, R-8,400, R-7,200, LDMR, and MR zones. A PRD *is not* a rezone action. If you would like to apply for a separate or concurrent rezone, please see 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:

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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 PRDs 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 tips. 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.

Site Plan. At minimum, the site plan shall be a sheet (or sheets) that act as a combined PRD Official Site Plan and 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” or “Preliminary Subdivision Map.” See site plan checklist on page 8 for more details.

Preliminary Subdivision or Short Subdivision. All PRD applications must be accompanied by an application which will establish all required open space areas as separate tracts. See preliminary subdivision map checklist on page 12.

Landscaping Plan to comply with Chapter 30.25 SCC. You may compile this in the same plan set as the Site Plan or Subdivision Map (with appropriate sheet titles) or it can be a stand-alone sheet(s). See page 14 for a landscape plan checklist.

Preliminary Land Disturbing Activity Plans.

Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report.

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.

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.

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

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

Traffic study.

Mitigation offers.

Other supporting documents.

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. If single family/duplex dwelling units are proposed, submittal of building elevations may be deferred to building permit application.

SEPA Environmental Checklist. Preliminary PRD subdivisions require a SEPA checklist. If the project is a preliminary PRD 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

Preliminary Water and Sewer Availability Certificates

School District Comments

Any supporting Documents that may be helpful to explain or support the PRD submittal.

V. Project Narrative Checklist

This section provides a checklist for items that must be in a PRD 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 an example narrative.

A. Basic proposal information.

Applicant

State whether the proposal is a subdivision, short subdivision, or binding site plan, and if it is subject to a declaration of condominium.

List residential housing type(s) proposed (single-family, duplex, apartment, retirement housing, etc.).

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 the preliminary subdivision and site plan application. 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 PRD 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.

If proposing single family or duplex homes, 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. If applying for multifamily dwelling units, 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 landscaping provisions not readily apparent on the landscaping plan. For instance, explain how usable open space will be landscaped in a manner as to not inhibit proposed recreational uses pursuant to SCC 30.25.036(1).

E. Parking (Chapter 30.26 SCC).

Applicant

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

VI. PRD Official Site Plan/URDS Site Plan Checklist

This section provides a checklist for items that must be in a PRD Official Site Plan/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.

PRD Official Site Plan/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 "PRD Official Site Plan" or "Existing Conditions" |
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, Range. |
| <input type="checkbox"/> | <input type="checkbox"/> | Graphic Engineer's 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. |

B. **Cover Sheet.** The cover sheet 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.

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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. |

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) of the subject tax parcel(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet index (if submitting a plan set). |
| <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"/> | Comprehensive plan designation of the site, and the designation of surrounding properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning designation of the site (existing and proposed if applying for concurrent rezone), and the zoning of surrounding properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility providers. |
| <input type="checkbox"/> | <input type="checkbox"/> | School District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total site area (acreage and square footage). |
| <input type="checkbox"/> | <input type="checkbox"/> | Total number of lots and dwelling units proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum net density calculation per SCC 30.23.020. |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross density calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Maximum lot coverage allowed per SCC 30.42B.145, and proposed lot coverage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Front (structure and covered parking), side, and rear setbacks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of parking spaces required and proposed (give separate figures for resident and guest parking). |
| <input type="checkbox"/> | <input type="checkbox"/> | The amount of landscaped area required and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | The amount of tree canopy required and proposed. |

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. |
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| <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. |

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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building footprints or building envelopes with proposed parking spaces labeled and numbered. |

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| <input type="checkbox"/> | <input type="checkbox"/> | Locations and dimensions of proposed off-street parking spaces that are numbered consecutively, including guest parking if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Setback lines within each proposed lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Perimeter landscaping areas (all perimeter landscape areas must be within a tract or easement). |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearing limits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any off-site structures within 25 feet of the external property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of wetlands and fish wildlife habitat conservation areas and their buffers on or within 300 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of geologically hazardous areas on or within 200 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing or proposed CAPA (including existing NGPA). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location(s) of "No parking-Fire Lane" signage or striping. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed fire hydrants, if any. |
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VII. Preliminary Subdivision or Preliminary Short Subdivision Map

This section provides a checklist for items that must be on a PRD Preliminary Subdivision or Preliminary 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. |
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B. Graphical Information to be shown on the map.

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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"/> | 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 PRD 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 PRD. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of pedestrian facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | All parcels of land intended to be dedicated or reserved for public use or to be reserved in the deeds for the common use of the property owners of the PRD with the purposes clearly indicated. |
| <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).

Any zoning boundary lines on or near the subject property.

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 Plan Checklist

This section provides a checklist for items that must be on the landscaping plans for a PRD. 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 must 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

Project name and project file number (or placeholder for one when assigned).

Sheet title, such as "Landscape Plan."

Section, Township, and Range

Tax Account number(s) of the subject property.

Site address (if assigned).

Name and credentials of the qualified landscape designer who prepared plan.

Engineering scale.

North Arrow.

Date of preparation or revision

An irrigation plan if irrigation is necessary or note indicating that proposed species do not require irrigation.

Clearing limits consistent with proposed or future land disturbing activities plans.

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| <input type="checkbox"/> | <input type="checkbox"/> | 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 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.

Percentage of evergreen species proposed within PRD perimeter landscape areas to demonstrate compliance with SCC 30.25.036.

Proposed and required open space and active recreation space.

IX. 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.

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: Acacia Place is a proposal for a Planned Residential Development preliminary subdivision with 26 lots, 29 total units (three of the lots will be duplex lots), and six tracts. The site is 4.2 acres and made up of two tax parcels, 012345-678-901-00 and 012345-678-901-01. An existing house on the parcel ending in 901-00 will remain within proposed Lot 7. The applicant will demolish the house on the parcel ending in 901-01 after preliminary subdivision approval.

Zoning of the site is currently R-9600. The applicant is proposing a rezone to R-7200 with a concurrent rezone application, please see separate rezone narrative for a discussion on the change in circumstances. The site and surrounding properties are all designated as Urban Low Density Residential (ULDR) in the Comprehensive Plan. The gross square footage of site is 182,952 square feet. As displayed below, the PRD lot yield bonus allows for up to 30 units. The applicant has proposed 26 lots and 29 units for a gross density of 6.9 dwelling units per acre.

$$182,952 / 7,200 = 25 \text{ lots} * 20\% \text{ lot yield bonus} = \text{maximum of 30 lots}$$

Tract 995 is a 4,356 square foot tract that includes a category 3 wetland and associated buffers. A Critical Area Study has been provided. With a proposed internal public road of 10,890 square feet, the net area of the proposal is 3.85 acres (167,706 square feet), and the net density is 7.5 dwelling units per acre.

15,333 square feet of existing tree canopy within Tract 995 will be retained, as measured using the aerial estimation technique. Clearing will not occur in this area, although tree protective fencing will be installed along the drip lines of all existing trees to be retained near the clearing limits. The project will meet the balance of the required 30% tree canopy coverage through new plantings, for a total 20 year canopy of 54,886 square feet. The proposed landscaping will be composed of this tree canopy, and meet the minimum requirement of 10% of the gross site area. The landscaping plans include a table showing details for the 20-year tree canopy calculations.

Urban Residential Design Standards (URDS): Building designs are not yet available, so we are requesting to defer review of building elevations and URDS compliance until the building permit stage. As the gross density is less than 7 units/acre, additional compatibility measures are not required under URDS. The site plan demonstrates the required perimeter landscaping for PRDs within Tract 996 and 997 that are 10 feet in width. 22% of the total site is in open space tracts. Tract 994 will be a grass playfield with soccer goals that contains 20,140 square feet of active recreation area, exceeding the required 17,400 square feet for this project.

Bulk Regulations: The height of the new units will all be 30 feet or less, and the maximum lot coverage per proposed lot will be 55% or less. Due to topography, several lots will have retaining walls on the side and rear property lines. The site plan shows construction setbacks from the proposed walls that are greater than the standard zoning setbacks as recommended by the project engineer.

PRD Submittal Checklist [Revised July 15, 2020]

Effective August 24, 2020

Page 17 of 18

Access, Road Network, and Parking: A new public road connecting to Acacia Avenue will provide access to the majority of the units. Six of the lots will take access from a private road (Tract 998) that will connect to the new public road. Pedestrian facilities are proposed along both sides of all internal road network elements to allow for access to, from, and between each lot and open space tract. Applicant will construct and dedicate five feet of right-of-way at plat recording to accommodate the required frontage improvements on Acacia Avenue. There are no issues requiring an EDDS deviation. Each unit will have a two-car garage and guest parking on the driveway. This exceeds the requirement for a total of 58 parking places.

Submitted with this application: [List of documents provided]