

Cottage Housing Development Submittal Checklist



Snohomish County

Planning and Development Services

I. Project Information

Project Name: _____

Comprehensive Plan Designation: _____

Zoning: _____

Are you also requesting a rezone? Yes or No

If yes, list requested zoning: _____

PDS Use Only

Is checklist complete?

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

II. Applicability

This checklist applies to site plan applications for **Cottage Housing** developments pursuant to Chapter 30.41G SCC. For single-family detached unit (SFDU) development not associated with cottage housing, please utilize the separate SFDU submittal checklist.

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 SFDU 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 15 for an example narrative.

Site Plan can include one sheet or multiple sheets in a plan set. An administrative site plan must include the items identified on the *Site Plan Checklist* on page 7.

Building Elevations. See page 11 for required items to be illustrated on the building elevation sheet(s).

Landscaping Plan to comply with Chapter 30.25 SCC. You may compile this in the same plan set or sheet as the Site Plan (with appropriate sheet titles) or it can be a stand-alone sheet. See page 11 for a landscaping 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. 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

- | | | |
|--------------------------|--------------------------|---|
| <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

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Not applicable. No critical areas present. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 project 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.

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

SEPA Environmental Checklist if applicable. See [SCC 30.61.035](#) and [WAC 197-11-800](#) for possible exemptions. If you need a checklist, 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.

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 cottage housing submittal.

V. Project Narrative Checklist

This section provides a checklist for items that must be in a cottage housing 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 14 for an example narrative.

A. Basic proposal information.

Applicant

- List building type(s) proposed (cottage, community building, garages, etc.) and quantity of each.
- State the existing zoning, and proposed zoning if a rezone is requested with the cottage housing development.
- State the comprehensive plan designation of the site.
- State if the project will be phased.
- 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 rezone or variance. Concurrent permits will require additional information to be submitted, for instance, see separate rezone and variance checklists.
- Provide a list of documents/reports included in the submittal.

B. Cottage Housing Design Standards. Describe how the Cottage Housing proposal will comply with the following design standards in Chapter 30.41G SCC.

PDS Applicant

- Dwelling unit size and compliance with the bulk regulations per SCC 30.41G.030.
- Site layout and building orientation per SCC 30.41G.032.
- Cottage dwellings and community buildings per SCC 30.41G.035.

- Parking and garages per SCC 30.41G.037 (see also “Parking” section below).
 - Common and private open space per SCC 30.41G.040.
 - Discussion of modifications proposed under SCC 30.41G.050, if any.
-

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

PDS 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).

PDS Applicant

- Describe landscaping provisions not readily apparent on the landscaping plan.
-

E. Parking (Chapter 30.26 SCC and SCC 30.41G.037).

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- Describe where the required parking spaces will be located, the location of guest parking, and state the total number of parking spaces proposed. Include a description that justifies the location of required parking under Table 30.41G.037(1)

VI. Site Plan Checklist

This section provides a checklist for items that must be in a cottage housing site plan. The site plan must be complete for PDS to accept the project application for review. The site plan can be composed of one sheet or multiple sheets in a plan set. 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

- Project name.
- Project file number (or placeholder for one when assigned).
- Sheet title, such as “Administrative Site Plan” or “Existing Conditions.”

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, Range. |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering scale. Please turn off all untitled viewports so that PDS can confirm the scale during review. |
| <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 common open space, and the proposed conditions sheet should graphically display where the proposed common open space will be located.

PDS Applicant

- | | | |
|--------------------------|--------------------------|---|
| <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. |
| <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 dwelling units proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum net density calculation per SCC 30.23.020. |
| <input type="checkbox"/> | <input type="checkbox"/> | Maximum density calculations per SCC 30.41G.020. |
| <input type="checkbox"/> | <input type="checkbox"/> | Average unit size. |
| <input type="checkbox"/> | <input type="checkbox"/> | Maximum lot coverage allowed per Table 30.41G.030(1), and proposed lot coverage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Front (structure and covered parking), side, and rear setbacks per Table 30.41G.030(1). |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of parking spaces required and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Required and proposed on-site common and private open space per SCC 30.41G.040. |
| <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

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Subject project boundaries and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 driveways, adjacent public roads, and the distance from the right-of-way centerline to front property line(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing easements and list Auditor File Numbers (AFNs). |
| <input type="checkbox"/> | <input type="checkbox"/> | Any known encroachments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing fire hydrants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any off-site structures within 25 feet of the external property boundaries |

D. Proposed Conditions Sheet. Graphical information to be displayed.

PDS	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Building footprints or building envelopes labeled and numbered.
<input type="checkbox"/>	<input type="checkbox"/>	Location and square footage of proposed common and private open space.
<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"/>	Location of proposed ingress and egress.
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of required pedestrian facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Locations and dimensions of proposed off-street parking spaces, numbered consecutively and including guest parking.
<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. The maximum garage size per dwelling unit is 200 square feet per Table 30.41G.037(1).
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks from property lines and road network elements.
<input type="checkbox"/>	<input type="checkbox"/>	Building separation.
<input type="checkbox"/>	<input type="checkbox"/>	Perimeter landscaping areas (all perimeter landscape areas must be within an easement).
<input type="checkbox"/>	<input type="checkbox"/>	Clearing limits.
<input type="checkbox"/>	<input type="checkbox"/>	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 CAPAs (including existing NGPA).

- Location of proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults.
- Natural drainage courses and probable alterations which will be necessary to handle the expected drainage from the proposal, and the general method proposed to comply with chapter 30.63A SCC.
- Location of existing and proposed easements.
- Location(s) of “No parking-Fire Lane” signage or striping.
- Location of proposed fire hydrants, if any.

VII. Building Illustrations

This section provides a checklist for items that must be in a cottage housing building illustration plan set. Please number and title each sheet to indicate that it is a part of one set.

PDS Applicant

- Elevations for each proposed cottage floor plan (include height).
- Elevations for community buildings (if proposed).
- Elevations for detached shared garage structures (if proposed).
- Square footage of each cottage (separate calculations for main/ground floor).
- Locations and dimensions of porches.
- Orientation of cottages to common open space (indicate primary and secondary entrances).
- Drawings and other graphics sufficient to indicate that the proposed building and site design promotes variety and visual interest within the development and is compatible with the surrounding neighborhood.

VIII. Landscaping Plan Checklist

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 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	
<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
<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"/>	Perimeter landscape areas, if required, within an easement.
<input type="checkbox"/>	<input type="checkbox"/>	Location of on-site common and private open space.
<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"/>	Approximate location of any trees on adjoining properties that may be directly affected by proposed activities.

If applicable, display compliance with stormwater detention facility landscaping pursuant to SCC 30.25.023, parking lot landscaping pursuant to SCC 30.25.022, and/or outside storage and waste area landscaping pursuant to SCC 30.25.024.

B. Planting Information to be primarily displayed on a table on the plan.

PDS Applicant

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.

For retained tree canopy measured through a tree survey, 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, taxonomic family, and species type (evergreen/deciduous) will be listed along with if the tree is a native species. 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.

For retained tree canopy measured through an aerial estimation, 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 (SCC 30.25.015(1)).

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.

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: Fantastic Place is for a proposal for six cottage dwelling units and one community building. The site is 0.5 acres (21,780 square feet) in the R-7,200 zone and composed of one legal lot (parcel 01234567890100). The subject property is within the urban medium density residential comprehensive plan designation. The existing house will be removed in preparation for the development, and a new drive aisle will provide access to all units and connect to Maple Avenue.

Cottage Housing Standards: With an underlying allowance of 3 dwelling units in the R-7,200 zone, the subject development has a maximum density of 6 per SCC 30.41G.020. All bulk requirements will be complied with as displayed on the site plan and in the building illustrations. There will be one cluster on-site with all 6 dwelling units, and units 1 and 2 will abut Maple Avenue. Those units will have a secondary entrance and a bay window. Overall the cottage units will have alternating porch styles and siding details on facades, all will have a pitched roof, and there will be no blank walls over 20 feet in length. Units 3, 4, 5, and 6 will have attached garages. The community building will be located to the east of unit 6 and owned in common.

Units 1 and 2 will have periphery surface parking spaces (total of 6 spaces in the cluster with 2 guest spaces), while units 3, 4, 5, and 6 have attached garages to the side of each unit. Based on the unique shape of the lot with steep slopes to the west, not all parking could be located within surface areas. Castle Creek is a salmonid bearing stream located 280 feet to the north. Per SCC 30.62A.320(1)(c)(ii), total new effective impervious surfaces shall be limited to 10 percent within 300 feet. To encourage as much low impact development as possible, structures and other impervious surfaces are not proposed in this area to the rear of the units. This area will be composed of private open space.

2,400 square feet of common open space, and 1,200 square feet of private open space is required. AS the 6 units are in a near semi-circle, the required common open space will be proposed to the front of each unit in between the units and the community building. Please see the landscape plan for details.

Submitted with this application: [List of documents provided]