Agricultural Activities and Farm-Related Business
Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: ________________________________
PROJECT NAME: ________________________________

Description of Business: (Check one that applies)

________ Farmers Market (SCC 30.28.036)
________ Farm Product Processing (SCC 30.91F.160)
________ Farm Bakery (SCC 30.91B.015)
________ Farm Kitchen (SCC 30.91K.055)

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

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

A. Forms/Fees

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

B. Plans/Reports

_____ 9. 2 sets Architectural/Structural plans including structural calculations, energy analysis and
   mechanical plans, where applicable, consisting of the following: (3 sets are required if property
   has or will have an espresso stand, is food-service related or on a septic system)
_____ 10. Type of building construction
_____ 11. Detailed setbacks to all buildings and property lines legibly labeled on plans
_____ 12. Use of building
_____ 13. Detailed square footage
_____ 14. Drawn to a generally accepted scale which is legible
_____ 15. 4 sets Site Plans (9 sets if Public Works Pre-Submittal Form indicates that site plans are required)
16. 3 sets Landscaping plans

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

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

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

YES ☐ NO ☐ Small Project SWPPP (SCC 30.63A.810)
YES ☐ NO ☐ Construction /Full SWPPP (SCC 30.63A.445 through 30.63A.510)

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

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

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

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

21. Vicinity map
22. Tax account number(s)
23. Legal description
24. North arrow
25. Date of preparation
26. All property lines with dimensions
27. Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing topos); Topos must also be shown on Civil drawings. Survey may be required if subject to Full Stormwater Site Plan.
28. Location of existing/proposed easements, access areas and utilities
29. Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
30. Proposed or existing outdoor lighting
31. Proposed sign location and square footage of sign (SCC 30.27.051)
32. Distance from Right-of-Way center line to property line
33. Access points showing arrows for ingress and egress
34. If access is to private road or via panhandle show access all the way to named public road
35. Septic tank, drain field and reserve areas (if applicable)
36. Critical areas (wetlands, streams or water bodies, areas of slopes 33% or greater, fish and wildlife habitat conservation areas [FWHCA], critical aquifer recharge areas and flood hazard areas – see Chapters 30.62A, 30.62B, 30.62C and 30.65 SCC); If none, make a note on site plan
37. Locations on site and within the specified distance from site boundaries in accordance with SCC 30.62A.130 and SCC 30.62B.130.

38. Distances to proposed or existing structures and parking areas

39. Proposed and existing parking areas (show number of stalls): One stall must be van accessible (8' wide x 20' long striped access aisle)

40. Show travel route to building

41. Show existing landscaping areas (refer to SCC 30.25.010 for terminology)

42. Show proposed landscaping areas

43. Proposed limits of any additional site disturbance (e.g., clearing, grading) not already identified