



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 Support Business (SCC 30.38.038) |
| _____ Farm Product Processing (SCC 30.91F.160) | _____ Farm Stands (SCC 30.28.039) |
| _____ Farm Bakery (SCC 30.91B.015) | _____ Farmland Enterprises (SCC 30.28.037) |
| _____ 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