



**City of Stanwood**  
**CONDITIONAL USE PERMIT CHECKLIST**

Project Name:

Conditional Use Permit Application shall include the following:

Received	Required	
	X	1. Completed Master Permit Application and fees of \$950.00
	X	2. Legal description of the property.
	X	3. Vicinity map showing location of subject property.
	X	4. SEPA Checklist, application and fee (\$275 non-project or under 5 acres or \$450 - 5 acres or more)
	X	5. One (1) set of address labels showing names and addresses of property owners within 300 feet of subject property.
	X	6. Five (5) copies of a map showing property boundary lines, existing lots, tracts, utility or access easements and streets. (if easements or covenants are proposed, a draft must be included). Also, indicate the location of water bodies, wetlands, and flood prone areas.
	X	7. Five (5) sets site plans showing location and ground elevation of buildings related to the action, parking areas, existing or proposed public and common use areas, landscaped areas, fences and other development features (5 copies required).
	X	8. Explanation of any modification to existing codes or standards, if proposed.

Note: If the proposed project includes construction activities, **5 copies of the following information** must also be submitted and an 8 ½"x11" clear plastic reduction for each of the following:

Received	Required	
	X	1. Existing topography and preliminary grading plans.
	X	2. Landscaping plan showing existing and proposed vegetation.
	X	3. Existing and proposed storm water runoff system and peak flow rates.
	X	4. Front, rear and side building elevations.
	X	5. A slope analysis shall be provided, indicating areas where existing grades on the site exceed 15%, 25% and 40%. The percentage of the site with slopes of 0-15%, 15-25% and 25-40% categories.

For wireless facilities requiring Conditional Use Permit: In addition to those items listed above, please submit the following:

Received	Required	
		1. Photosimulations of the proposed facility from affected residential properties and public rights-of-way at varying distances.
		2. A site plan clearly indicating: <ul style="list-style-type: none"> <li>a. The location, type and height of the proposed PWCF.</li> <li>b. On-site land uses and zoning.</li> <li>c. Adjacent land uses and zoning.</li> <li>d. Adjacent roadways, proposed means of access, setbacks from property lines.</li> <li>e. Elevation drawings of the proposed tower, and any other proposed structures.</li> <li>f. A site elevation and landscaping plan indicating the specific placement of the facility on the site.</li> <li>g. The location and height of existing structures, trees, and other significant site features.</li> <li>h. A complete description of all measures proposed to camouflage the facility including the type and location of plant materials used to screen the facility.</li> <li>i. The proposed color schemes for the facility and the method of fencing.</li> </ul>
		3. A signed statement indicating that: <ul style="list-style-type: none"> <li>a. the applicant and landowner agree they will diligently negotiate in good faith to facilitate co-location of additional personal wireless communication facilities by other providers on the applicant's structure or within the same site location.</li> <li>b. the applicant and/or landowner agree to remove the facility within 90 days after abandonment.</li> <li>c. a signed statement from the applicant accepting the ultimate responsibility for the removal of abandoned facilities.</li> </ul>
		4. Copies of any environmental documents required by any federal agency in conjunction with the proposal.
		5. A current map showing the location and service area of the proposed PWCF, a map showing the locations and service areas of other personal wireless communications facilities operated by the applicant (if applicable) and those proposed by the applicant that are close enough to impact service within the city.
		6. The approximate distance between the proposed facility and the nearest residential land use and/or residentially zoned properties.

		7. A letter signed by the applicant stating the PWCF will comply with all FAA regulations and all other applicable federal, state and local laws and regulations.
		8. If the facility is proposed for location in the City right-of-way, evidence of bonding and insurance in amounts prescribed by the City.
		9. Documentation demonstrating compliance with the City of Stanwood surface water requirements.
		10. Landscaping plans (if required/proposed).
		11. A description of how the proposal meets the following criteria (17.154.060[3][f]): <ul style="list-style-type: none"> <li>a. Demonstrate that visual, noise, and other impacts associated with the proposed facility have been minimized to the maximum extent possible using existing concealment technology, site design, noise abatement techniques, concealment, disguise, camouflage, and/or underground placement of ancillary equipment.</li> <li>b. Demonstrate that the design of the proposed facility complies with the purpose and intent of this chapter.</li> <li>c. Alternative locations, including other co-locations and alternative support structures, are available for the proposed facility.</li> <li>d. Proposed facility will be compatible with present and potential surrounding land uses.</li> <li>e. Beneficial impacts of the proposal outweigh the detrimental impacts of the proposal.</li> <li>f. Approval of the proposed facility would endanger the public health, safety, or general welfare.</li> </ul>

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

**For City Use Only:**

- The application is complete.
- The application is incomplete. Applicant must submit the items indicated as required above.

\_\_\_\_\_  
Community Development Director or Representative

\_\_\_\_\_  
Date

- These submittal requirements are for City of Stanwood only. Additional permits or information may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.