



# ADMINISTRATIVE CONDITIONAL USE PERMIT CHECKLIST

**Submit 1 copy with the Master Application**

Project Name: \_\_\_\_\_

Check list Submitted by \_\_\_\_\_

Administrative Conditional Use Permit Application shall include the following:

City Review	For Applicant's Use (Checklist)
	1. Completed Master Permit Application and fees of \$100.00
	2. Legal description of the property.
	3. Title Report documenting the ownership of the property and any recorded easements.
	4. Five (5) copies of vicinity map showing location of subject property
	5. Five (5) copies of a map showing property boundary lines, existing lots, tracts, utility or access easements and streets. Also, indicate the location of water bodies, wetlands, and flood prone areas if any.
	6. Five (5) copies of a site plan drawn to scale showing location and ground elevation of buildings related to the action, parking areas with parking spaces numbered, existing or proposed public and common use areas, landscaped areas, fences and other development features. Show north arrow and scale in the legend.
	7. Five (5) copies of a statement summarizing the proposed activities, dates, time of operating, expected number of employees or users.
	8. Five (5) copies of a statement explaining the community need for the proposed use.
	9. Five (5) copies of a statement demonstrating that the proposed use a) is compatible with the scale and character of the neighborhood, b) will not create traffic impacts on the surrounding area, c) will not create parking impacts or noise and glare impacts on the surrounding area.

City Review	For Applicant's Use (Checklist)
	<b>Note: If the proposed project includes construction activities, <u>5 copies of the following</u> must also be submitted and an 8 1/2"x11" clear plastic reduction for each of the following: See site development checklist for additional information required for construction</b>
	1. Existing topography and preliminary grading plans. See grading plan checklist
	<b>2. Landscaping plan showing existing and proposed vegetation. See landscape plan checklist</b>
	<b>3. Existing and proposed storm water runoff system and peak flow rates.</b>
	4. Front, rear and side building elevations.
	5. Proposed easements (if easements or covenants are proposed, a draft must be included).
	6. 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.

**Additional information may be required by the City. The applicant will be notified in writing if the application is complete or if it is incomplete and 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 the 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.*