



# CONDITIONAL USE PERMIT CHECKLIST

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

Conditional Use Permit Application shall include the following:

Received	Required	
		1. Completed Master Permit Application and submit fees.
		2. Legal description of the property.
		3. Vicinity map showing location of subject property and Title Report documenting the ownership of the property and any recorded easements.
		4. 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.
		5. 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).
		6. Statement summarizing the proposed activities, dates, time of operating, expected number of employees or uses.
		7. Statement explaining the community need for the property use.
		8. Statement providing information showing that proposed use can be compatible with the scale and character of the neighborhood, will not create traffic impacts on the surrounding area, will not create parking impacts or noise and glare impacts on the surrounding area.

**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	
		1. Existing topography and preliminary grading plans.
		2. Landscaping plan showing existing and proposed vegetation.
		3. Existing and proposed storm water runoff system and peak flow rates.
		4. Front, rear and side building elevations.

		<p>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.</p>
--	--	--

**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 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.*