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**CITY OF STANWOOD**  
**SITE DEVELOPMENT CHECKLIST (Attach to Master Permit Application)**  
**For Projects \$5001 to \$15000.00 in Value and infill lots in the Copper Station PRD plat**

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

**PLANS AND APPLICATION CANNOT BE REVIEWED IF INFORMATION IS INCOMPLETE**

The following submittal requirements are for City of Stanwood permits only. Additional permits 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.

**The current list of construction codes are:**

- Department of Ecology Storm Water Manual
- Public Works Standards
- SMC Title 17: Zoning
- MUTCD (Manual on Uniform Traffic Control Devices)

**INFORMATION REQUIRED FOR A COMPLETE APPLICATION:**

Yes    No

		1. Completed Master Permit Application, Checklist and submit fees.
		2. (4) Four sets of plans of site/roadway plan and TESC (3) Three sets of landscape, building elevations and floor plans.
		3. Detention Vaults and Retaining Walls over 4' need a separate building permit.

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

1. Vicinity map, (copy from Snohomish County Assessor's website showing project location is acceptable.
2. Current Zoning on plans

**Site Plan and Roadway Elements (4 sets)**

1. Property lines, lot numbers, right-of-way lines, and widths for proposed road and intersection roads shall be provided.
2. All existing and proposed roadway features edge of pavement and shoulder, ditch lines, curbs and/or sidewalks and points of access. Show street names and numbers.
  - a) Development proposed in the Copper Station PRD must show any changes to or installation of any frontage improvements including curb cuts
  - b) A separate right of way permit is required for construction work in the City right of way

- c) Entry design
  - d) Pre-dominant color (color samples required if this option is chosen)
  - e) Materials to be differentiated at street front (pictures of adjacent/abutting existing homes may be submitted to meet this requirement)
  - f) Window samples and sizes
  - g) Copper Station PRD is required to have at least 8 different floor plans
3. Existing and proposed topography contours shall be shown at 2-foot intervals (5-foot intervals for slopes greater than 15 percent, 10-foot intervals for slopes greater than 40 percent). Contours may be extrapolated from USGS mapping, aerial photos, or other topography map resources.
  4. The location of all existing utilities and proposed utilities (except those designed by the utility and not currently available) shall be shown to the extent that these will be affected by the proposed project. All existing utility poles shall be clearly identified.
  5. All roads shall be identified.
  6. Show lot area and total square footage of proposed buildings, existing and proposed.
  7. Show the location, identification, and dimensions of all buildings, parking areas, property lines, streets, alleys, and easements.

**Parking Plans**

- Plans shall be drawn to scale and include dimensions and distances.
  - The plan shall accurately depict the required number, dimensions, and location of parking spaces, other spaces in excess of the requirements, access isles, driveways, vehicle turn-around and/or backup areas, areas designated for trash collection, off-street loading areas (if required), the distance of the parking area to the structure or uses it is intended to serve, pedestrian walkways, required landscaping, and the relationship of the parking lot to the street system into which the vehicles will discharge.
8. Show locations of structures on abutting properties within 25 feet of the proposed project site.
  9. Provide section details of all retaining walls and rockeries including sections through critical portions of the rockeries or retaining walls. Walls over 4 feet in height must be engineered and stamped by a Registered Professional Engineer.
  10. Show all existing and proposed buildings with projections and overhangs.

**Temporary Erosion Control and Sediment Control Plan (TESC) & Drainage (4 sets)**

Provide all details necessary to clearly illustrate the intent of the erosion/sedimentation control design.

**Landscape Plans (3 copies)**

1. Single family projects in the Copper Station Plat. Show how the landscape requirements of the Copper Station PRD are met for the lot or lots under review. A copy of the approved landscape plan is available on request from the City.
2. Single family required for projects in commercial and multi-family zones.
  - a) Significant Tree Retention Plan per SMC 17.145.040, if applicable.
  - b) Plans shall be drawn to scale and include dimensions and distances.
  - c) Identify and describe all other landscape material and elements proposed to be used.
  - d) Show all landscape features, including areas of vegetation to be preserved in relationship to all existing or proposed building and/or any other improvements to the site.

e) Include irrigation plans, including location and coverage of sprinkler heads, if an irrigation system is proposed.

**Building Elevations (3 copies)**

1. Show building design drawn to scale, proposed structure on 4-sides (North, South, East, West Elevations).
2. Existing and proposed building height.
3. Projections and Mechanical details, color and material to match building
4. Gutters and downspouts concealed or colored to match roof trim or façade.
5. Vents/Pipes colored to roof on exterior wall.
6. Buildings in the Copper Station PRD must comply with SMC 17.112.030(8). Drawing must demonstrate how the proposal complies with the requirement that no 4 homes along a single street front are designated or treated differently. Adjacent homes must be treated differently in at least 3 of the following:
  - a) Floor plan (mirrors plans not acceptable)
  - b) Roof lines viewed from street

**For City Use Only**

- Application is complete       Application is incomplete (see checked items)

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date