



Land Use Development Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

This form must be completed and submitted with your application.

Applicant/City Staff

- ___ / ___ Completed Master Permit Application (3 copies)
- ___ / ___ Vicinity Map (2 copies – 8.5 x 11)
- ___ / ___ Site Plans (Plat Maps) (3 full size copies (4 copies – 8.5 x 11)
- ___ / ___ Title Report (less than 30 days old at time of application)
- ___ / ___ Utility Availability Letter
Sewer – Lake Stevens Sewer District
- ___ / ___ Public Notice Requirements:
 - ___ / ___ Electronic copy of mailing labels in Excel format
 - ___ / ___ Copy of the mailing list
 - ___ / ___ 300' radius map or showing 20 properties, whichever is larger
 - ___ / ___ Signed affidavit of mailing list
- ___ / ___ A Detailed Written Description of the Proposal including approximate dates of construction initiation and completion (3 copies)
- ___ / ___ SEPA Checklist (3 copies) and associated review fee
- ___ / ___ Legal Description and site plan in a format which complies with State recording requirements
- ___ / ___ Critical Area Study (if applicable)
- ___ / ___ Stormwater Report
- ___ / ___ Structural Engineer Report
- ___ / ___ Tree Assessment Report
- ___ / ___ WSDOT approval or application
- ___ / ___ Any additional materials to ascertain compliance with applicable provisions of the city code
- ___ / ___ Required Submittal Fees

Cover Sheet of Plat plan set shall include:

Applicant/City Staff

- ___ / ___ Name, address and phone number of applicant
- ___ / ___ Name of development proposal
- ___ / ___ North arrow
- ___ / ___ Legend
- ___ / ___ Scale
- ___ / ___ Location of the project by Section, Township, Range
- ___ / ___ Legal description
- ___ / ___ When a survey is required, include the address and phone number of the Professional Land Surveyor preparing the drawing(s). All plans shall be stamped and signed by the Professional Land Surveyor

Site Plans shall include the following information:

Applicant/City Staff

- ___ / ___ Site boundary and property dimensions; proposed lot dimensions and square footages;
- ___ / ___ Contour lines of existing topography, shown by dashed or shaded lines with intervals sufficient to clearly show drainage; contour intervals shall be 2 - 5 feet. All contours shall be referenced to mean sea level unless a local vertical datum is allowed. A benchmark together with its location and elevation shall be identified;
- ___ / ___ Show all slopes and roads on site and within 50 feet of the external boundary lines;
- ___ / ___ Dimensions and locations of all structures which will be maintained, removed or being proposed;
- ___ / ___ Adjacent properties, zoning and existing use;
- ___ / ___ Location of existing and proposed utilities, such as water, sewer, electricity, gas, septic tanks and drain fields (all utilities to be placed underground per LSMC 14.60.450, a note to this shall be included on your plans);
- ___ / ___ Location of nearest fire hydrant existing and proposed;
- ___ / ___ Existing and proposed ditches, streams and drainage courses;
- ___ / ___ All critical areas including size, location, type, proposed buffers and setbacks (if critical areas exist a Critical Area Study is required and an electronic copy of report and mapping shall be submitted);
- ___ / ___ Location of public and private rights-of-way;
- ___ / ___ Source, composition, and approximate volume of fill materials;
- ___ / ___ Composition and approximate volume of any extracted materials and proposed disposal areas;
- ___ / ___ Typical cross-section sheet showing existing ground and building elevations, proposed ground and building elevations and the height of existing and proposed structures;
- ___ / ___ Proposed and existing parking areas;
- ___ / ___ Individual parking stalls numbered consecutively;
- ___ / ___ Dimensions of parking stalls, indicate if compact or barrier free;
- ___ / ___ Aisle width and dimension.

Landscape Plan shall include the following:

Applicant/City Staff

- ___ / ___ Must be prepared by a qualified landscape designer;
- ___ / ___ Assessment of whether temporary or permanent irrigation is necessary;
- ___ / ___ Tree retention area(s)/assessment;
- ___ / ___ Plans key list indicating species, quantity, size, and spacing of each plant type;
- ___ / ___ Indicate all existing, proposed, and areas to be replanted;
- ___ / ___ Indicate size of required landscape buffers and note type;
- ___ / ___ Proposed areas of parking landscape areas required include square footage of each area counted;
- ___ / ___ Show required perimeter and road frontage landscape;
- ___ / ___ Targeted Drainage Plan.

The purpose of the targeted drainage plan submittal requirements is to require a conceptual layout of the proposed drainage system which indicates the nature and extent of the work proposed, and which explains how the drainage system will function with sufficient information to allow the city to determine compliance with applicable code.

___ / ___ Full Drainage Plan

The purpose of the full drainage submittal requirements is to require an accurate set of plans and calculations that become part of the construction documents prepared for the development activity, and which clearly indicate the nature and extent of the work proposed with sufficient information to allow the city to determine compliance with applicable code.

___ / ___ Traffic Study

Required for all commercial applications four or more dwelling units, conditional use permits, subdivisions, for other/use development as deemed necessary identifying street level-of-service impacts, safety impacts, and any other impacts that the project may cause, as well as possible measures to mitigate these impacts in conformance with Chapter 14.56 LSMC.

NOTE: The City of Lake Stevens contracts with outside agencies for Critical Areas Review. The City will bill you directly if an outside agency is used.