



CONDITIONAL USE

Submit your application online at www.MyBuildingPermit.com.

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This intake checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.

Six (6) sets of plans required. If applying for multiple permits concurrently, submit the highest number of required plan sets.

Development Services permit application requirements per BMC 11.06.002 and 12.28.030

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

Applications for project permits shall be submitted to the city upon forms provided by the director. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form | <input type="checkbox"/> |
| L <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations. | <input type="checkbox"/> |
| <input type="checkbox"/> Development Review Billing Form (form D) | <input type="checkbox"/> |
| <input type="checkbox"/> Application fee due at submittal: see Land Use and Planning Fees form C | <input type="checkbox"/> |
| L <input type="checkbox"/> Evidence of adequate water and sewer availability as required by RCW 19.27.097 (Water and Sewer Certificate of Availability). If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and sewer availability and provide this with your application. (Three copies) | <input type="checkbox"/> |
| L <input type="checkbox"/> Information on the capacity of existing storm water conveyance and control facilities and a downstream storm water study, which analyzes capacity of existing storm water conveyance and control facilities. (Three copies) | <input type="checkbox"/> |
| <input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to by BMC Chapter 11.06. receive all determinations and notices required | <input type="checkbox"/> |
| L <input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. Note: If concurrency encumbrance letter has been issued, submit letter in lieu of concurrency application. (Two copies) | <input type="checkbox"/> |
| L <input type="checkbox"/> Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property. | <input type="checkbox"/> |

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Application requirements per 12.28.030 (6 sets of plans showing each item required).

Plan sheet Number	Applicant		Staff
L	<input type="checkbox"/>	Vicinity map.....	<input type="checkbox"/>
L	<input type="checkbox"/>	Site plan depicting proposed and existing improvements on the property. The site plan shall contain the following information:	<input type="checkbox"/>
	<input type="checkbox"/>	• Dimensions and shape of the lot, and street names;	<input type="checkbox"/>
	<input type="checkbox"/>	• Location and dimensions of existing and proposed building including setbacks;	<input type="checkbox"/>
	<input type="checkbox"/>	• Circulation. Adjacent street improvements, curb cut locations for ingress and egress, parking layout in accordance with Chapter 12.18 BMC;	<input type="checkbox"/>
	<input type="checkbox"/>	• Existing watercourses, critical areas, utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property;	<input type="checkbox"/>
	<input type="checkbox"/>	• Preliminary grading plan depicting proposed and existing grades at five-foot contours if grading is proposed in conjunction with proposed use; and	<input type="checkbox"/>
	<input type="checkbox"/>	• Storm drainage, sidewalks and exterior lighting.....	<input type="checkbox"/>

Additional Requirements (6 copies of each item required, unless otherwise noted):

	Applicant		Staff
	<input type="checkbox"/>	Notes and determinations from the pre-application conference.	<input type="checkbox"/>
L	<input type="checkbox"/>	Letter citing specific Comprehensive Plan policies and demonstrating the project’s consistency with those policies.	<input type="checkbox"/>
L	<input type="checkbox"/>	A legal description of the property boundary and dimensions of all proposed lots.	<input type="checkbox"/>
L	<input type="checkbox"/>	Landscape and irrigation plan(s) at a scale of 1 inch equals 20 feet, or as otherwise approved by the Community Development and Public Works Director, to include the following:	<input type="checkbox"/>
	<input type="checkbox"/>	▪ Stamp by licensed Landscape Architect or Washington State Certified Nurseryman;.....	<input type="checkbox"/>
	<input type="checkbox"/>	▪ Proposed plants identified by either botanical or common names, and either caliper (deciduous trees), height (shrubs and coniferous trees), or container size (ground covers);	<input type="checkbox"/>
	<input type="checkbox"/>	▪ Location, size, species and drip lines of all existing healthy trees over eight inches in caliper measured four feet above grade	<input type="checkbox"/>
	<input type="checkbox"/>	▪ Trees and other vegetation to be retained consistent with BMC 12.18.030;	<input type="checkbox"/>
	<input type="checkbox"/>	▪ Description of protection techniques to be utilized during construction for retained vegetation	<input type="checkbox"/>
L	<input type="checkbox"/>	Building elevations showing 2 facades at a scale of 1/8"=1 foot	<input type="checkbox"/>
L	<input type="checkbox"/>	Traffic report consistent with Title 17 (two copies required only)	<input type="checkbox"/>
L	<input type="checkbox"/>	Preliminary drainage sizing calculations (three copies required only)	<input type="checkbox"/>
	<input type="checkbox"/>	<i>SEPA Checklist</i> with necessary information for review of environmental impacts, in accordance with BMC Title 14, Environment.	<input type="checkbox"/>

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If any changes to utilities or roadways are proposed the following information is required - 6 copies:

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades	<input type="checkbox"/>
_____	<input type="checkbox"/> Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines	<input type="checkbox"/>
_____	<input type="checkbox"/> Road width and turning radii	<input type="checkbox"/>
_____	<input type="checkbox"/> Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated	<input type="checkbox"/>

If there are any of the following Critical Areas located on or adjacent to the area to be altered, the following are required - 6 copies:

Applicant	Staff
L <input type="checkbox"/> A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property)	<input type="checkbox"/>
L <input type="checkbox"/> A Stream Delineation and Assessment Study (if streams located on or adjacent to the subject property)	<input type="checkbox"/>
L <input type="checkbox"/> A Geological Hazards Report (Soils Report) (if steep slopes present on subject property)	<input type="checkbox"/>
L <input type="checkbox"/> An Aquifer recharge special report prepared by a Geologist (if aquifer recharge occurs on the adjacent to the subject property)	<input type="checkbox"/>
L <input type="checkbox"/> A special flood report prepared by a licensed engineer, (If the site within a Frequently flooded area)	<input type="checkbox"/>
L <input type="checkbox"/> A Wildlife Inventory\Study (if site contains endangered, threatened, or sensitive species).....	<input type="checkbox"/>
L <input type="checkbox"/> A Title Report prepared by a licensed Title Insurance Agency.....	<input type="checkbox"/>

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The applicant is responsible for all notification (posting, mailing and other methods) as required by Title 11, Administration of Development Regulations.

Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

The Community Development and Public Works Director may waive specific submittal requirements determined to be unnecessary for review of the application.

NOTE:

Other items may be required to be submitted for a Conditional Use Permit Application to be consistent with the Bothell Municipal Code.