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## SDP – SUBMITTAL CHECKLIST

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ALL SUBMITTALS **MUST** BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application Form
- Written narrative**, which includes the following:
  - Detailed description of the proposed project.
  - Description of how the proposal meets the requirements of Title 14 SMC.
- Title Report** for the affected properties (dated within 30 days prior to application) – *2 copies*
- Traffic study**
- Drainage report**
- Geotechnical report**, which addresses the following:
  - Identify the characteristics and capabilities of site soils and landform features
  - Assessment of geologic hazards, if subject to Chapter 14.275 SMC
- SEPA Checklist**, if applicable
- Critical Areas report**  
A letter from a qualified professional stating that no wetlands, streams, or required buffers exist on the site may be submitted in place of a Critical Areas report. A mitigation plan is required if any impacts to Critical Areas or buffers are proposed.
- Project Plans**  
Prepared by a professional Engineer, licensed in Washington State.  
Maximum dimensions of 24" x 36", drawn to 1" = 20', 30', or 40' scale. The following **must** be included:
  - Name and address of proposed site, project, or action
  - Title block including the contact information of the preparer, date prepared or revised, scale, north arrow, quarter section, section, township and range number
  - Vicinity Map identifying project site
  - Legal description of the subject property
- Existing conditions map(s)** identifying the following:
  - Location of any critical or sensitive environmental areas including required buffers (steep slopes, streams, lakes, wetlands, wildlife habitat, migration corridors, woodlands, flood hazard areas, and shoreline jurisdiction areas). These must be located/classified by a qualified professional biologist.
  - Identification of any Native Growth Protection Areas (NGPA) and other lands on the property where development would be restricted
  - Topographic contours of the property at maximum intervals of two feet, with elevations labeled and referred to by datum identification

*continued on following page*

- **Proposed Site plan** showing the following:
  - Land use designation
  - Site area in square feet
  - Required setbacks
  - Location of existing streets, parking areas, or other impervious surfaces
  - Location of proposed public improvements to streets, parks, playgrounds, or other public uses
  - Any existing or proposed public or private covenants, restrictions, or easements
  - Critical Areas and buffers
  - Access plan identifying right-of-way, pavement, entry points, and sidewalks
  - Parking plan, consistent with the requirements of Chapter 14.235 SMC
- **Conceptual Grading plan(s)**, identifying roads, streets, building pads, and other changes in topographic grade
- **Utility Plan(s)**, showing the following:
  - Existing utilities on and adjacent to the site
  - Location of proposed sanitary sewer, storm, and water mains
    - ✓ *If water mains and sewers are not on or adjacent to the site, indicate the direction and distance to, and size of the nearest pipes, showing invert elevation of sewers*
- **Landscape plan(s)**, showing the following:
  - Location and size of all landscaping areas. Demonstrate conformance with buffer requirements stated in SMC 14.240 and parking lot landscaping requirements.
  - Location of all existing trees over six inches in diameter with the exception of alders and cottonwoods (*Alnus rubra* and *Populus trichocarpa*). Note trees to be retained and trees to be removed