



## SITE DEVELOPMENT PLAN (SDP)

For more information, refer to Snohomish Municipal Code (SMC) Chapter 14.65

### WHAT IS A SITE DEVELOPMENT PLAN?

A Site Development Plan (SDP) is the land use and site plan approval that must be issued before development may occur on a site. The final decision is issued by the Planning Director.

### WHEN IS AN SDP REQUIRED?

SDPs are required for new commercial, industrial, and multifamily development or for redevelopment that alters the site or building footprint. The benefits of an SDP include a site-wide review of parking, landscaping, utilities, and consistency with dimensional requirements early in the process.

### WHAT IS THE PERMIT PROCESS?

An SDP is a **Type 3 Permit**, which is an administrative process. If the proposal requires SEPA, a Threshold Determination will be issued, and the required comment/appeal period completed, prior to issuance of the decision.

### HOW DO I BEGIN?

You are encouraged to participate in a Pre-Application Review, prior to formal submittal of your project. The Pre-Application process is an opportunity for applicants to receive written comments from all city departments, for specific feedback on issues involving land use, street and utility improvements, building codes, and City code compliance. Pre-Application Reviews are submitted through the [SSPP](#).

### DO I HAVE TO SUBMIT BUILDING PLANS WITH AN SDP?

No. There will be a separate building permit process once the SDP decision is issued and the associated appeal process is complete. The SDP decision will include a condition that the building design must be consistent with the applicable design standards.

**NOTE:** This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360) 568-3115.

### WHAT ARE THE DEVELOPMENT FEES?

The SDP submittal fee varies based on whether the project is subject to SEPA, because SEPA-applicable projects are likely to be more involved and require more staff review time. The SEPA review fee and the Critical Areas Review fees are only required if applicable to your project.

### WHERE CAN I FIND MORE INFORMATION?

The Snohomish Municipal Code (SMC) has several chapters that apply to Site Development Plans.

- **14.20** – Permit Classifications and Development Review Procedures
- **14.65** – Site Development Plans
- **14.205** – Permitted Land Uses
- **14.210** – Dimensional & Other Requirements
- **14.225** – Design Standards in the Historic District
- **14.230** – Design Standards Outside the Historic District
- **14.235** – Off-Street Parking, Loading, and Access Requirements
- **14.240** – Landscaping, Screening, Fencing, and Retaining Walls
- **14.250** – Shoreline Development (applicable within 200 feet of a Shoreline of the State)
- **14.255, 14.260, 14.265, 14.270, 14.275, 14.285** Chapters relating to Critical Areas

### WHAT DOES THE CITY NEED TO REVIEW MY APPLICATION?

The City has specific requirements for SDP submittals and must be through the [SSPP](#) to include mailing labels for property owners within 300 feet of the project site, studies and reports on geotechnical, traffic, drainage, and critical areas, a current title report, complete development plans, and existing conditions maps. A SEPA Checklist may also be required. The project narrative is important, as it is the applicant's opportunity to describe the proposal in detail, and explain how it meets each applicable code section. The **SDP submittal checklist** shall be followed, and will be used by staff at intake to confirm all required materials are present.