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## **CONDITIONAL USE PERMIT (CUP) SUBMITTAL STANDARDS**

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

- Land Use Application Form
  - Signed by each affected property owner
- Project plans prepared by a qualified professional, authorized to practice in Washington  
**All sheets shall include:**
  - Title block
    - Project name
    - Date prepared/revised
    - Scale, north arrow
    - Quarter section, section, township, and range number
    - Name and contact information of the preparer
  - Sheet number and sheet title
  - Stamp and signature of applicable qualified professional
- Include the following sheets:**
  - Cover sheet
    - Project information
      - Sheet index
      - Name, address, and phone number of applicant and all persons with real or possessory interest
      - Existing legal description(s) of the subject property
      - Existing zoning district(s) of the subject property
      - Acreage and square footage of the subject property
      - Name of the current water and sanitary sewer purveyor
    - Vicinity map
      - Municipal boundaries
      - Township and section lines
      - Major roads, railroad and transmission rights-of-way
      - Water bodies, including streams, rivers, lakes, etc.
      - Adjacent land uses in each direction of the site
      - Indication of the scale
  - Existing condition map(s) *Qualified professional: Professional Land Surveyor*
    - Boundary lines and dimensions of the property
    - Adjacent properties and their development status, with tax parcel numbers and adjacent plat names
    - Location of all existing structures (including fences, utility poles, and guy wires) within the proposed project, and within 25 feet of its external boundaries
    - Existing utilities, including fire hydrants, within 250 feet of the property
    - Existing contour lines at 2-foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the subject property. Clearly show existing drainage, slopes, and road grades within the subject property.

Existing condition map(s)—continued

- Base flood elevation data, including special flood hazard area boundary, if any portion of the proposed project is located within a flood zone area, consistent with the definitions in Chapter 14.270 SMC.
- Critical areas boundaries and their buffers, including steep slopes, wetlands, streams, and rivers with adequate detail of Critical Areas extending offsite. Location of proposed buffers and setbacks.
- Existing trees
- Site plan(s) *Qualified professional: Professional Engineer, Architect, or Land Surveyor*
  - Boundary lines and dimensions of the property
  - Site area in square feet and acres
  - Zoning district boundaries and setback lines
  - Lot and tract dimensions and square footage of each lot and tract, with lot numbers or tract designation labels
  - Location and number of units in the structures, if attached units are proposed.
  - Access plan identifying right-of-way, pavement, entry points, and sidewalks
  - Any easements located within or adjacent to the proposed project
  - Existing and proposed restrictions on the use of the land
  - Identification of any existing or proposed Native Growth Protection Areas (NGPA) and other lands within the project where development would be restricted
  - Parcels of land to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners within the project, with the purposes clearly indicated
- Tree and Landscape plan(s) *Qualified professional: Qualified Tree Professional*
  - Location and species of all significant trees on and within 20 feet adjacent to the site (8-inch diameter at breast height, excluding alders and cottonwoods), identifying trees to be retained and trees to be removed; include methods of tree protection
  - Perimeter landscaping and all interior planting areas associated with the development, including size, dimensions, preliminary species, and Type, with associated planting plan
  - Tree canopy compliance table
  - Existing and proposed utility alignments, water meter boxes, driveways, and other improvements that could conflict with tree placement
  - Proposed street trees, including location and preliminary species, selected from Urban Forestry Plan