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## **SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT (SSDP) APPLICATION REQUIREMENTS**

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

- Land Use Application Form
- SSDP Project Narrative Form
- Design Review Applicant Self-Assessment (Historic, Pilchuck, or Midtown districts only)
- Title Report for all affected properties, dated within 30 days
- SEPA Checklist
- Critical Areas Report and Mitigation plan *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.*
- Complete Streets Checklist
- Traffic Impact Analysis
- Geotechnical Report
- Drainage Report
- Project Plans prepared by a qualified professional licensed in Washington State and drawn to scale. Include the following sheets:
  - Cover Sheet
  - Existing conditions map(s)
  - Site plan(s)
  - Proposed Grading plan(s)
  - Proposed Utility plan(s)
  - Tree and Landscape plan(s)

Review the Submittal Standards for additional information about required submittal materials.

All materials must be included for a determination of procedural completeness pursuant to RCW 36.70B. The City of Snohomish shall review the submittal and make a determination of procedural completeness or incompleteness within 28 days of submittal. If additional materials are necessary, the applicant shall respond within 90 days. On the 91<sup>st</sup> day the application shall be deemed withdrawn.