



Land Use Application Checklist

Information about land division applications can be found in [EMC 18.09A](#).

Application Checklist		Site Plan Review	Binding Site Plan	Boundary Line Adjustment	Final Plat	Formal Plat Alteration	Preliminary Plat	Short Plat/Large Lot Preliminary	Short Plat /Large Lot Final	Short Plat /Large Lot Alteration
Master Application		X	X	X	X	X	X	X	X	X
SEPA Checklist			X				X			
Required Findings			X				X	X		
Site Plan/Survey			X	X	X	X	X	X	X	X
Lot Closure Calculations			X		X				X	
Title Report			X	X	X	X	X	X	X	X
Water Availability Letter			X				X	X		
Restrictive Covenants						X				
Landscape Plan ⁴	OK to combine	X					X	X		
Recreation Plan							X			

Items marked with an "X" must be submitted to be considered a complete application.

The following studies may not be required for a complete application but may be needed prior to application approval.

- **Geotechnical Assessment or Report:** Required if the parcel is located within a Landslide/Erosion Hazard Area, usually when slopes are in excess of 15%. [EMC Chapter 15.16.161](#)
- **Flood Study:** Required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps. [EMC Chapter 15.24](#)
- **Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area. [EMC Chapter 15.16.171](#)
- **Wetland Review:** Required if development is proposed within 315' of a mapped wetland or wetland indicator. [EMC 15.16.121](#)

Instructions for the Land Use Application Checklist

Master Land Use Application: The Master Application must be **filled out completely and signed**. In the event the applicant is not the landowner; the landowner must provide an owner authorization with a signature giving the agent/applicant authorization to act on his or her behalf.

SEPA Checklist: State Environmental Policy Act, required if project is not exempt in [WAC 197-11-800](#) and [EMC Chapter 15.04](#). The signed form must be submitted with the application.

Survey: Plans must be completed, stamped and signed by a licensed surveyor.

Lot Closure Calculations: Boundary and lot closure calculations are established by the surveyor.

Title Report: Not be more than 30 days old.

Site Plan: Draw to scale, show all property corners, existing and proposed structures, adjacent roads, open space, trail systems, and utilities. Also include on the site plan:

- **North Arrow**
- **Lot Dimensions** – Identify street names and show location of all driveways.
- **Building Footprint** – Include porches, walks, decks, rooflines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- **Setback Measurement** – Specify the distance between property lines and between buildings.
- **Septic System** – Include tanks, pump, tightline, primary and reserve drainfields.
- **Easements** – Such as, natural buffer areas, open space, green belts, utilities, roads.
- **Infiltration Trenches** – Check your plat for specific drywell requirements.
- **Off Street Parking and Circulation** – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- **Pedestrian Amenities** – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- **Lot Coverage** – Identify the location and lot coverage percentage of all existing and proposed buildings
- **Lighting** - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

Landscape Plan:

Include on this plan:

- **Landscape Buffers** – Include proposed landscape buffering to meet standards of [EMC 18.07.06](#)
- **Types** – Type of landscaping must meet the requirements of [EMC 18.07.05](#)