

ADMINISTRATIVE DEVELOPMENT PLAN APPLICATION PACKET



CITY OF SNOHOMISH

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116 UNION AVENUE • SNOHOMISH, WASHINGTON 98290 • TEL (360) 568-3115 FAX (360) 568-1375



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ADMINISTRATIVE DEVELOPMENT PLAN APPLICATION SUBMITTAL PACKET

This packet contains:

1. Frequently Asked Questions for Administrative Development Plans (ADPs)
2. Administrative Development Plan Application Form
3. Administrative Development Plan Application Submittal Checklist
4. Land Use Application Form
5. Instructions for Compiling the Adjacent Property Owners List
6. Affidavit of Adjacent Property Owners List
7. Type 1 Review Process Flowchart for SEPA-Exempt ADPs
8. Type 4 Review Process Flowchart for SEPA-Applicable ADPs

Submit Application to:

Planning and Development Services
Permit Coordinator
116 Union Avenue
Snohomish, WA 98290

Permit Counter Hours:
Monday – Friday 9:00 a.m. to 5:00 p.m.

Phone: (360) 568-3115
Fax: (360) 568-1375

For any questions that you might have regarding your project, please contact the City of Snohomish Planning & Development Services at (360) 568-3115.



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ADMINISTRATIVE DEVELOPMENT PLAN (ADP)

For more information, refer to Snohomish Municipal Code (SMC) 14.65.030

WHAT IS AN ADMINISTRATIVE DEVELOPMENT PLAN?

An Administrative Development Plan (ADP) is a site development plan that goes through city staff for review and approval. The final decision is issued by the City Planner.

WHAT ARE THE REQUIREMENTS FOR AN ADP?

ADPs are required for development within areas of Business Park or Mixed Use land use designations. Construction of a single family home does not require an ADP.

The applicant may request ADP approval for projects located outside the Business Park and Mixed Use land use designations, if they include multiple phases, or will require multiple building permits. The benefits include a site-wide approval of parking, landscaping, design review, and consistency with dimensional requirements early in the process. If this option is used, all subsequent building permits must be consistent with the approved ADP.

WHAT IS THE PERMIT PROCESS?

ADPs that are exempt from SEPA approval (State Environmental Policy Act) are processed as Type 1 Permits. ADPs that require SEPA approval are processed as Type 4 Permits.

For SEPA Exempt **Type 1 Permits**, the City Planner reviews the proposal and issues a decision. If the proposal requires design review, a finding of conformance (with or without conditions), or non-conformance will also be issued. Design reviews are evaluated for conformance with the Snohomish Historic District Design Standards, or Snohomish Design Standards and Guidelines outside the Historic District, as appropriate.

SEPA Applicable **Type 4 Permits** must go through all public comment periods and procedures. In general, the process is as follows:

- **28 days** after initial submittal: City Planner issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment.
- **14 days** after re-submittal (if applicable): City Planner issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).
- **14 days** after determination of completeness: City Planner issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **14 days**.
- **90 days** after complete application submittal: City Planner issues a threshold determination and Environmental Impact Statement (EIS), if required, when features and impacts of the proposal can be reasonably identified. The applicant may request a **30-day** extension of the threshold determination, if necessary.
- Public comment period for the threshold determination is **14 days**.
- **120 days** after determination of completeness and after public comment period is lapsed: City Planner issues a decision.



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HOW DO I BEGIN?

You are encouraged to participate in a Pre-Application Review, prior to formal submittal of your project. If your ADP is subject to SEPA review, a Detailed Pre-Application Review is required. The Pre-Application process is an opportunity for applicants to meet with 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 two-tiered. A Conceptual review is optional and encouraged for all permit types. Detailed reviews are required for Type 3-6 Permits. Pre-Application Submittal forms and information are available online, or at City Hall, 116 Union Avenue.

DO I HAVE TO SUBMIT BUILDING PLANS WITH AN ADP?

The building design review portion of your project can be deferred to the building permit application. In that regard, the City may waive the requirement to submit building plans with the ADP submittal. Design review for other site features will occur as part of the ADP review.

However, you must provide drawings of existing buildings, proposed building pads or envelopes, and a description of the maximum floor areas and proposed categories of use with your ADP submittal.

WHAT ARE THE DEVELOPMENT FEES?

The fees submitted at the time of application are an estimate to cover the actual cost of processing your application. City costs will be deducted from your deposit balance as they occur. If the deposit balance becomes insufficient to cover the actual cost to process your application, an additional deposit will be required.

An ADP submittal fee is required for all ADP application submittals. Both the Environmental Review fee and the Critical Areas Review fee 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 Administrative Development Plans. For more information, refer to the following:

- **14.55** – Provisions Applicable to all Permits
- **14.65.030** – Administrative Development Plans and Recorded Development Plans
- **14.205** – Permitted Land Uses (see sections related to BP and MU land use designations)
- **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, 14.289** Chapters relating to Critical Areas, for projects applicable to Critical Areas Review only

WHAT DOES THE CITY NEED TO REVIEW MY APPLICATION?

The City has very specific requirements for ADP submittals. In addition to the ADP and Land Use Application forms, submittals must include mailing labels for property owners within 300 feet of the project site, studies and reports on geotechnical, traffic, drainage, flood control, and critical areas, as applicable. A current title report is required, as are complete development plans and existing conditions maps. A SEPA Checklist and may also be required. An **ADP submittal checklist** is included in this packet, and shall be used as a guide for your submittal.

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 between 9:00 a.m. and 5:00 p.m. Monday through Friday.



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ADMINISTRATIVE DEVELOPMENT PLAN (ADP)

Date:		Project #	
Project Name:			
Project Address:			
Land Use Designation:		Property Tax #(s):	

APPLICANT/CONTACT

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

OWNER (IF DIFFERENT FROM APPLICANT)

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

DEPOSITS

<input type="checkbox"/>	ADP Submittal Deposit	\$ 250.00	Date of Receipt:	Receipt #:
<input type="checkbox"/>	Environmental Review (if applicable)	\$ 300.00		
<input type="checkbox"/>	Critical Areas Review (if applicable)	\$2,000.00		
TOTAL		\$		

APPLICANT NARRATIVE STATEMENT – Describe, in detail, the action being proposed. Explain how the proposal meets the requirements of Snohomish Municipal Code (SMC) 14.65 and 14.210. Attach additional pages if necessary.

Continued on the back

Signature of Owner/Contractor or Authorized Agent

Printed Name

Date

Permit Coordinator: _____ Date: _____



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APPLICANT NARRATIVE STATEMENT – CONTINUED

Describe, in detail, the action being proposed. Explain how the proposal meets the requirements of Snohomish Municipal Code (SMC) 14.65 and 14.210. Attach additional pages if necessary.



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ADP – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Administrative Development Plan Application
- Land Use Application Form
- List of all property owners within 300'** of the subject property
See Adjacent Property Owners List Handout
- Written narrative**, which includes the following:
 - Detailed description of the proposed action
 - Description of how the proposal meets the requirements of SMC 14.65 and 14.210.
- Title Report** for the affected properties (dated within 30 days prior to application) – *2 copies*
- Traffic study**, if applicable – *2 copies*
- Geotechnical report**, which addresses the following: – *2 copies*
 - Identify the characteristics and capabilities of site soils and landform features
 - Assessment of geologic hazards
- SEPA Checklist**, if applicable – *2 copies*
- Drainage report**, if applicable – *2 copies*
- Critical Areas report** – *2 copies*
A letter from a qualified professional stating that no wetlands or streams, or their 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.
- Flood Control Certification** and impact studies, if applicable – *2 copies*
- Applicant's Proposal Assessment Form** for Compliance with Design Standards & Guidelines
- Six (6) sets of **Project Plans**
Prepared by a professional Land Surveyor or 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, adjacent streets, and adjacent properties
 - Legal description of the subject property and existing lots, tracts, or parcels, including easements
- Development plan(s)** of the proposed project 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
 - Grading plan identifying roads, streets, building pads, and other changes in topographic grade
 - Any existing or proposed public or private covenants, restrictions, or easements
 - Critical Areas and buffers



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- **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, and existing vegetation). These must be located and classified by a qualified professional.
 - 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 five (5) feet, with elevations labeled and referred to by datum identification
- **Building Plan(s)**, showing the following:
 - **IF DEFERRING DESIGN REVIEW UNTIL BUILDING PERMIT APPLICATION:** Existing buildings, proposed building pads or envelopes, and a description of the maximum floor areas and proposed categories of use
 - **IF SUBMITTING FULL BUILDING PLANS:** Size, location, elevation, architectural detail and character of any existing and proposed structures or improvements for design review
- **Utility Plan(s)**, showing the following:
 - Existing and proposed utilities on and adjacent to the site
 - Location, size, and invert elevation of sanitary, storm, and combined sewers
 - Location and size of 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*
 - Location of gas lines, fire hydrants, electric and telephone poles, and street lights
- **Landscape plan(s)**
Stamped by a Landscape Architect or Certified Nurseryman. The following must be identified:
 - Species, size, placement, irrigation, planting and staking details for all proposed vegetation and site improvements. Demonstrate conformance with buffer requirements stated in SMC 14.240.
 - 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
- **Access plan(s)** identifying the following:
 - Right-of-way, pavement, traffic channelization, and other characteristics of all existing and proposed public and private streets, alleys, parking areas, trails, sidewalks, and circulation systems.
- **Parking plan** consistent with the requirements of SMC 14.235.110



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LAND USE APPLICATION

<input type="checkbox"/> BOUNDARY LINE ADJUSTMENT <input type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> DESIGN REVIEW <input type="checkbox"/> DEVELOPMENT PLAN <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> PLAT <input type="checkbox"/> SHORT PLAT <input type="checkbox"/> FINAL PLAT <input type="checkbox"/> PLANNED RESIDENTIAL DEVELOPMENT <input type="checkbox"/> SEPA (ENVIRONMENTAL REVIEW) <input type="checkbox"/> SHORELINE SUBSTANTIAL DEVELOPMENT <input type="checkbox"/> STREET VACATION <input type="checkbox"/> VARIANCE <input type="checkbox"/> OTHER: _____ PROJECT ADDRESS OR LOCATION: 	FOR OFFICE USE ONLY							
	FILE #:							
	DATE:							
	REC'D BY:							
	FEE:							
	RECEIPT #:							
	<input type="checkbox"/> HE <input type="checkbox"/> STAFF <input type="checkbox"/> DRB <input type="checkbox"/> CC							
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Permit Type</td> <td style="width:10%;">1</td> <td style="width:10%;">2</td> <td style="width:10%;">3</td> <td style="width:10%;">4</td> <td style="width:10%;">5</td> <td style="width:10%;">6</td> </tr> </table>	Permit Type	1	2	3	4	5	6
Permit Type	1	2	3	4	5	6		
	STAMP IN DATE							
Land Use Designation:								
Property Tax#(s): (14 digits)								
Property Owner:	Phone:							
Mailing Address:	E-mail:							
Applicant/Agent:	Phone:							
Mailing Address:	E-mail:							
Please Attach a Detailed Description of Your Request Note: Property Legal Description Must be Attached								
SIGNATURE OF OWNER(S): <p>The undersigned owner, and his/her/its heirs and assigns, in consideration of the processing of the application, agree to release, indemnify, defend and hold the City of Snohomish harmless from any and all damages, including reasonable attorney's fees, arising from any action or infraction based in whole or in part upon false, misleading, inaccurate or incomplete information furnished by the owner, his/her/its agents or employees. The undersigned owner grants his/her/its permission for public officials and the staff of the City of Snohomish to enter the subject property for the purpose of inspection and posting attendant to this application.</p> <p>I/We, hereby attest that I am/we are the owner(s) in fee simple of the property involved in this application and that the foregoing statements and answers contained herein, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief. I/We shall be solely responsible for verification of all property lines and setbacks. I/We also understand that signing and submitting this application authorizes City staff and agents to enter and inspect the site at any reasonable time for the purpose of reviewing this application.</p>								
Signature	Printed Name							
Subscribed and sworn to before me this _____ day of _____, 20 _____								
Notary Name Printed								
Signature of Notary								
Notary Public in and for the State of Washington, County of Snohomish. Appointment expires: _____								



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INSTRUCTIONS FOR COMPILING THE ADJACENT PROPERTY OWNERS LIST

The Snohomish Municipal Code 14.55.040 (C) requires that notification of a proposed action be mailed to property owners of record and all street addresses within 300 feet of any point of the subject property. It is the responsibility of the applicant to provide accurate ownership information for the properties that must be notified to the Planning and Development Services Department. Failure to provide an adequate list may result in an incomplete application or an additional notification and comment period.

When submitted to Planning and Development Services, the adjacent property owner names, tax parcel identification number(s), and mailing addresses **must** be given on Avery 5160 white mailing labels or a compatible label format. **Also include an address label for the applicant and any parties of record.** The attached affidavit of adjacent property owners list must be notarized and submitted together with your application.

HOW TO OBTAIN PROPERTY OWNERS AND TENANT INFORMATION:

The required information may be obtained from the Snohomish County Assessor at the Customer Services Center, on the 1st Floor of the Snohomish County Administration East Building, 3000 Rockefeller Avenue, Everett, WA. For directions, please call the Assessor's Office at (425) 388-3433. The Assessor's office will assist you in identifying the property owners' tax parcel identification numbers and appropriate mailing addresses, if different than the site address. Tax parcel identification numbers and mailing addresses may also be obtained from a title company.

If the property is not owner-occupied, a label must be provided with the name and mailing address of the property owner, as well as a separate label for the resident at the site address. If it is not clear whether the owner lives at the property address, the label should be addressed to "[property owner's name] or RESIDENT." The address mailing list shall not be more than six months old.

WHEN THE PROPERTIES INCLUDE CONDOMINIUMS AND/OR APARTMENTS:

When the properties within the notification area include condominiums, labels must be provided for the owner of each unit.

When the properties within the notification area include apartments, labels must be provided for the owner of the building, as well as a separate label for the resident of each unit.

WHEN THE PROPERTY IS VACANT:

If a lot is vacant, a label must be provided with the name and mailing address of the property owner.

MAILING LIST FORMAT:

Please provide the information in the following format:

Project Name:	Project Address:	
Applicant Name Address City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code
Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code

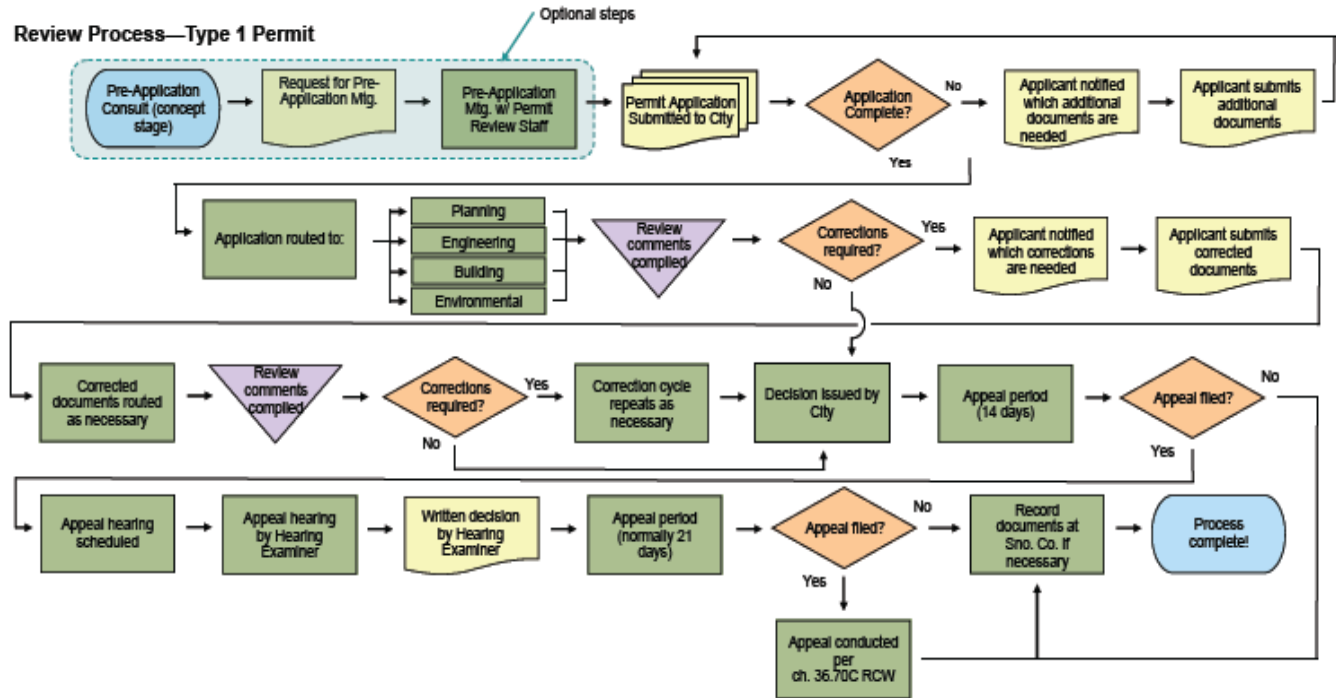
The affidavit must be notarized and submitted with your application. See the affidavit on the back side of this page.

Administrative Development Plan – Applicable Permit Review Processes

Administrative Development Plans are processed as Type 1 or Type 4 Permits, depending upon SEPA status

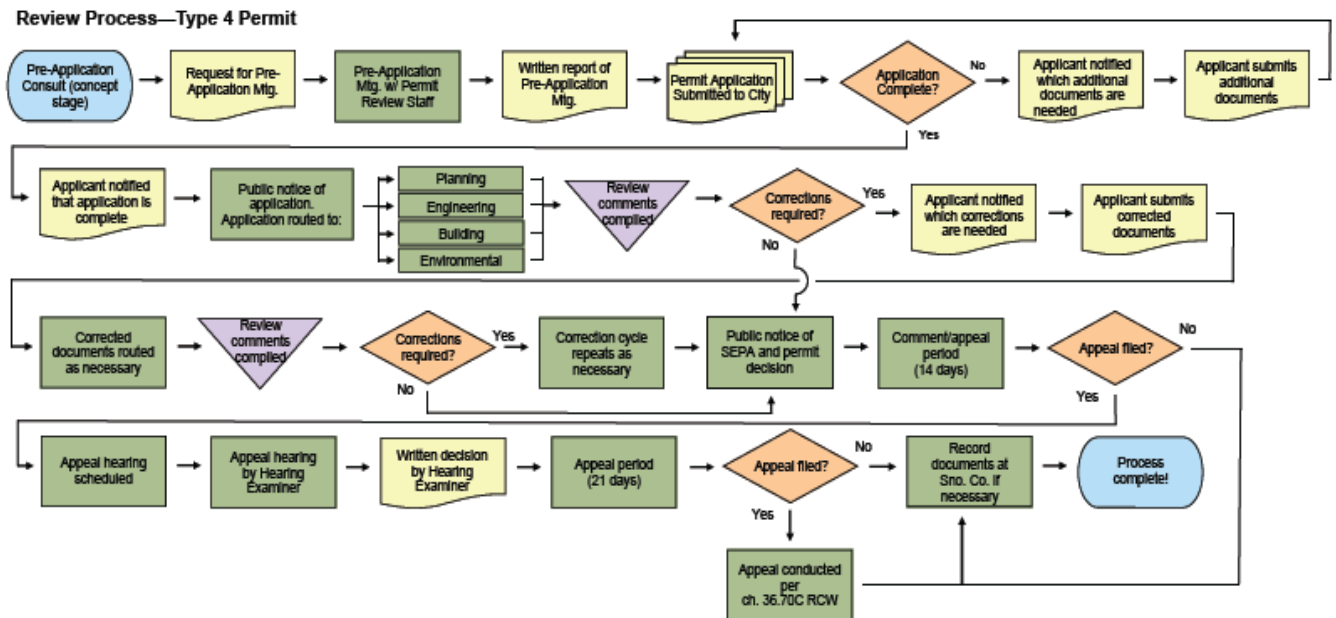
Type 1 Permits include: boundary line adjustment, minor variance, land clearing, signs, temporary permit; building permit and administrative development plan when not subject to SEPA. Public notice of application and decision is not required.

Review Process—Type 1 Permit



Type 4 Permits include: administrative development plan, building permit, and short plat when subject to SEPA. Public notice of application and decision is required.

Review Process—Type 4 Permit



NOTES:

1. Refer to Title 14 of the Snohomish Municipal Code for current information.
2. If required, design review conducted during department application review.
3. Permit fees are required in order for an application to be considered complete.
4. Additional fees, including impact fees, may be required at the time of permit approval.
5. Additional time required for public notice and appeal periods for shoreline permits.
6. Public hearing would include SEPA appeal, if any.

USEFUL LINKS:

REFERENCE ITEM	LINK
Snohomish Municipal Code	http://www.ci.snohomish.wa.us/MunicipalCode.htm
Land Use Map	http://www.ci.snohomish.wa.us/MapLandUse.htm
Snohomish Comprehensive Plan	http://www.ci.snohomish.wa.us/ComprehensivePlan.htm
Application Forms	http://www.ci.snohomish.wa.us/FormsApplications.htm
City of Snohomish Design Standards and Guidelines Outside the Historic District	http://www.ci.snohomish.wa.us/PDFs/DesignStandards.pdf
Snohomish Historic District Design Standards	http://www.ci.snohomish.wa.us/PDFs/DesignStandardsHistoricDistrict.PDF
Endangered Species Act Response Planning	http://snoedc.com/pdfs/Snohomish_ESA_Strategy_060704b.pdf

For more information, visit Snohomish City Hall at 116 Union Avenue any time from 9:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. You may also contact Planning & Development Services at (360) 568-3115.