



LAND USE APPLICATION

CONDITIONAL USE PERMIT

COMMUNITY & ECONOMIC DEVELOPMENT

18204 59 Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

FOR AGENCY USE	Date:	File:	Fee: \$
PERMIT TYPE			
Type of Conditional Use Permit	<input type="checkbox"/> Binding Site Plan (> 9 Lots) <input type="checkbox"/> Cottage (≥ 50 Units) <input type="checkbox"/> Major Plat Preliminary <input type="checkbox"/> Major Plat Final <input type="checkbox"/> Multi-Family (≥ 50 Units) <input type="checkbox"/> Site Plan Review	Required Submittals (Check All That Apply)	<input type="checkbox"/> Auxiliary Sheet <input type="checkbox"/> Shoreline Substantial <input type="checkbox"/> Design Review – Admin. <input type="checkbox"/> Design Review – Board <input type="checkbox"/> SEPA <input type="checkbox"/> Traffic – City <input type="checkbox"/> Traffic – County <input type="checkbox"/> Traffic – State
SITE INFORMATION			
Site Address (Use block # if no bldg. #)		Tax Parcel ID Number(s)	
Acreage & Square Footage Of Property		Zoning Classification	
		Use Classification No.	
Water Supply	Current	Proposed	Sewer Supply
			Current
			Proposed
Existing Use of Property			
On-Site Critical Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Critical Area Type (e.g. wetland, steep slope, etc.)	
Has Site Been Logged in Past 6 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will Site Be Logged as Part of This Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OWNER		APPLICANT	
Name			CONTACT
Full Address			
Phone Number			
E-mail			
Relationship of Applicant to Property (check one)	<input type="checkbox"/> Owner	<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> Lessee
	<input type="checkbox"/> Other: _____		
PROJECT ARCHITECT		PROJECT ENGINEER	
Name			PROJECT SURVEYOR
Full Address			
Phone Number			
E-mail			

PRELIMINARY MAJOR PLAT & BINDING SITE PLAN APPLICATION ONLY	
Project / Plat Name	
Total No. of Proposed Lots	
Total Number of Proposed Units	
Will this be a Unit Lot Division?	<input type="checkbox"/> Yes <input type="checkbox"/> No
By Dwelling / Use Type	Single Family
	Two Family
	Multi Family
	Commercial
	Industrial
Has this property been subdivided, or has application for subdivision been made, within the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Provide Applicant Name & Plat Name	
FINAL MAJOR PLAT APPLICATION ONLY	
Date Preliminary Plat Approved	
Improvements have been:	<input type="checkbox"/> Built <input type="checkbox"/> Bonded <input type="checkbox"/> Some Built, Some Bonded <input type="checkbox"/> Other:
SHORELINE DEVELOPMENT ONLY (Required for all Development Within or Adjacent to a Shoreline)	
Will this Proposal be a Substantial Development as Defined in AMC §20.92.010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shoreline Environmental Designation (if yes)	
Are you requesting a Shoreline Variance as allowed under AMC §20.92.130?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FOREST PRACTICE (For Clearing >10,000sf) AND MITIGATION FOR SIGNIFICANT TREE REMOVAL (All Applications)	
Associated Land Use Permit No	
Number of Significant Trees to be Harvested	
Total Acreage to be Harvested	
Is there a Current Development Moratorium on the Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Forest Land Conversion	<input type="checkbox"/> Class IV – General <input type="checkbox"/> Class IV – Special _____
Significant Tree Mitigation Options (A, B, or C)	
Will Significant Trees be Removed During any Phase of this Proposed Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A) Number of Trees to be Replanted On-Site (3:1 Ratio)	
<u>OR</u> Date Completed	(For Agency Use Only)
B) Number of Trees to be Replanted Off-Site (3:1 Ratio)	Location:
<u>OR</u> Date Completed	(For Agency Use Only)
C) Tree Mitigation In-Lieu Fee	(# of Harvested Trees) _____ X (3) X (Tree Cost) = _____
Date Paid	

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Arlington Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT _____ , Washington on this date: _____

Applicant’s Signature: _____

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT _____ , Washington on this date: _____

Owner’s Signature: _____

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: _____ Signature: _____

Address: _____ Phone: _____

2) Name: _____ Signature: _____

Address: _____ Phone: _____

3) Name: _____ Signature: _____

Address: _____ Phone: _____

AUXILIARY SHEET

COTTAGE HOUSING

CONDITIONAL USE PERMIT

18204 59 Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

Office Hours: Monday – Friday 8AM to 5PM (Closed Holidays)

INSTRUCTIONS

Table I below is a checklist of items that must be submitted as part of your conditional use permit application for a cottage housing site plan. Table II below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents. All Boundary and Topographic Surveys must be prepared by—or under the supervision of—a professional land surveyor registered in the State of Washington.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call our department main line listed above.

No appointment is necessary for application submittal but it is highly encouraged.

TABLE I - CHECKLIST

- (1) CD-R with Individual PDFs of Each Item Listed Below ↓
- (1) Vicinity Map (on 8½" X 11")
- (1) Written Narrative (description of proposal)
- (1) Public Notice Material

SITE PLANS (see Table II)

- (2) Full Size
- (2) 11" X 17"

LANDSCAPE PLANS (see Table II)

- (2) Full Size
- (2) 11" X 17"

TREE SURVEY, IF REQUIRED (see AMC 20.76.120)

- (2) Full Size
- (2) 11" X 17"

REPORTS

- (2) Traffic Impact Analysis
- (2) Stormwater Drainage Report
- (2) SEPA Checklist
- (2) Wetland Study, If Required
- (2) Geotechnical Report, If Required

UTILITY

- (1) Utility Service Availability Letter – City of Arlington; OR
- (1) Utility Service Availability Letter – City of Marysville



TABLE II –PLAN SHEET REQUIREMENTS

COVER SHEET

- Title Block (centered at top of sheet) That Includes the Following:
 - City of Arlington
 - Name of Proposed Cottage Development
 - File No. (call for correct number)
 - Section, Township, & Range
 - Site Street Address (use block # if no bldg. #)
- Site Information:
 - Legal Description & Tax Parcel ID#
 - Zoning Classification
 - Use Classification
 - Airport Protection District Subdistrict
 - Density & Dimensional Calculations
 - Total Site Area (acreage & square footage)
 - Net Site Area (less park & open space, roads, critical areas, etc.)
 - Total Number of Cottages Proposed
 - Average Land Square Footage per Cottage (net site area divided by number of units)
 - Range of Heights and Number of Stories of Proposed Cottages (from lowest to highest)
 - Total Lot Coverage (of all structures on site)
 - Range of Floor Area of Proposed Cottages (from lowest to highest)
 - Common Open Space Calculations
 - Required Parking Space Calculations
 - Adjacent Street Names & Classifications (including site frontage in feet)
 - Proposed Streets/Allies (include roadway dimensions and area in square footage)
 - Screening Types Provided (indicate for each lot line)
 - Utility Provider (Sewer & Water)
 - Critical Area Types Located On-Site (If Applicable)
 - Shoreline Classification (If Applicable)
- Sheet Index
- Date Plans Were Prepared and/or Revised
- Vicinity Map (include north arrow, scale, pinpoint site location, & label all roads w/in ½ mile of site)
- Name, Address, & Phone Number of the Applicant, Owner, Engineer, & Surveyor (include signature & seal)

SITE PLAN SHEET(S) (USE SCALE OF 1"= 50' OR LARGER)

- Title Bar (locate along right edge of sheet) That Includes the Following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor (include signature & seal)
- North Arrow, Graphic Scale (1"=50' or larger), & Legend
- Existing Lot Lines Within or Adjacent to the Project Site
- Site Ingress/Egress (existing and/or proposed)
- Elevations for Each Proposed Cottage Floor Plan (include height and number of stories)
- Disposition of Each Cottage on the Site (show setbacks from lot lines and other cottages)
- Square Footage of Each Cottage
- Lot Dimensions (length, width), Number/Letter Label, & Square Footage for Each Lot
- Existing and Proposed Rights-of-Way (include dimensions & street name)
- Existing and Proposed Easements (include dimensions)
- Existing Critical Area Boundaries and Associated Buffers On-Site and Within 150ft. of Site

- Location of Common Open Space (include perimeter dimensions and square footage)
- Location of Off-Street Parking including Parking Stall and Drive-Isle Dimensions
- Location of Low-Impact Design Stormwater Treatment Facility
- Location of existing and proposed utility lines and sewer lines, and water mains adjacent to or within the proposed site.
- Location, name, and width of all existing and proposed street rights-of-way or easements within or adjacent to the proposed development.
- Frontage Improvements with Dimensions (if required)
- Refuse Bin Location (including screening details)
- Lighting Details (parking area)
- Contour Lines Throughout Site with 5-Foot Intervals
- Preliminary Grading & Reclamation Plan
- Preliminary Drainage Plan Showing Existing and Proposed Drainage Facilities for the Site and Adjacent Areas

LANDSCAPE PLAN SHEET (FOR PARKING AREA AND COMMON OPEN SPACE AREAS)

- Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
- Tree, Shrub, and Lawn Planting Details
- Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
- Irrigation Details (if required)
- Parking Area Shading Calculation (see AMC 20.76.130)
- Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping