

LAND USE APPLICATION



LAND DIVISION PERMIT COMMUNITY & ECONOMIC DEVELOPMENT

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

FOR AGENCY USE		Date:		File:		Fee: \$	
PERMIT TYPE							
Administrative Decision		☐ Binding Site Plan (≤ 9 lots) ☐ Boundary Line Adjustment ☐ Minor Plat Preliminary (≤ 9 lots) ☐ Minor Plat Final (≤ 9 lots) ☐ Unit Lot Preliminary (≤ 9 lots) ☐ Unit Lot Final (≤ 9 lots)		Required Submittals (Check All That Apply)		☐ Land Division Submittal Requirements Checklist ☐ Required Submittal Items ☐ Shoreline Substantial ☐ Design Review – Admin. ☐ Design Review – Board	
Hearing Examiner or Council Decision		☐ Binding Site Plat (≥ 10 lots) ☐ Major Plat Preliminary (≥ 10 lots) ☐ Major Plat Final (≥ 10 lots) ☐ Unit Lot Preliminary (≥ 10 lots) ☐ Unit Lot Final (≥ 10 lots)					
SITE INFORMATION							
Site Address (Use block # if no bldg. #)				Tax Parcel ID Number(s)			
Property Acreage				Zoning Classification			
Property Square Feet				Use Classification No.			
Water Supply		Current	Proposed	Sewer Supply		Current	Proposed
Existing Use of Property							
On-Site Critical Areas?		☐ Yes ☐ No		Critical Area Type (e.g. wetland, steep slope, etc.)			
Has Site Been Logged in Past 6 years?		☐ Yes ☐ No		Will Site Be Logged as Part of This Project?		☐ Yes ☐ No	
		OWNER		APPLICANT		CONTACT	
Name							
Full Address							
Phone Number							
E-mail							
Relationship of Applicant to Property (check one)		☐ Owner ☐ Contract Purchaser ☐ Lessee ☐ Other: _____					
		PROJECT ARCHITECT		PROJECT ENGINEER		PROJECT SURVEYOR	
Name							
Full Address							
Phone Number							
E-mail							

PROJECT DETAILS		
Project / Plat Name		
Total Number of Proposed Lots		
Total Number of Proposed Units		
By Dwelling / Use Type	Single Family	
	Duplex	
	Townhouse	
	Multi-Family	
	Other	
By Non- Residential Use Type	Commercial	
	Industrial	
	Other	
Has this property been subdivided, or has application for subdivision been made, within the last 5 years?		☐ Yes ☐ No
If Yes, Provide Applicant Name & Plat Name		
FINAL PLAT APPLICATION ONLY		
Date Preliminary Plat Approved		
Improvements have been:		☐ Built ☐ Bonded ☐ Some Built, Some Bonded ☐ Other:
FOREST PRACTICE (For Clearing >10,000sf) <u>AND</u> 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?		☐ Yes ☐ No
Type of Forest Land Conversion		☐ Class IV – General ☐ Class IV – Special _____
Significant Tree Mitigation Options (A, B, or C)		
Will Significant Trees be Removed During any Phase of this Proposed Project?		☐ Yes ☐ No (If, no, then no mitigation is required)
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)		
<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		
Receipt No		

SHORELINE DEVELOPMENT ONLY (Required for all Development Within or Adjacent to a Shoreline)	
Will this Proposal be a Substantial Development as Defined in AMC §20.93?	☐ Yes ☐ No
Shoreline Environmental Designation (if yes)	
Are you requesting a Shoreline Variance as allowed under AMC §20.92.130?	☐ Yes ☐ No
All projects subject to a Shoreline Substantial Development Permit are required to be processed concurrently.	

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: _____



City of Arlington

18204 59th Avenue NE
Arlington, Washington 98223
(360) 403-3551

Received

Stamp

Land Division Permit – Submittal Requirements

➤ The number indicates the item is required for submittal and the number of copies required

➤ • Indicates the item shall, upon request, be required for submittal

General Information Meeting Date: _____

Submittal Date: _____

Submittal Requirements	Complete Submittal Item?			Binding Site Plan (Major or Minor)	Boundary Line Adjustment	Final Plat (Major, Minor & Unit Lot)	Preliminary Plat (Major & Unit Lot)	Preliminary Plat (Minor & Unit Lot)
	Yes	No	N/A					
General Application:								
Land Use Application Form & Submittal Checklists	☐	☐	☐	2	1	1	2	1
Water/Sewer Availability Application ¹	☐	☐	☐	2			2	1
Project Narrative	☐	☐	☐	2	1	1	2	1
Legal Description	☐	☐	☐	2	1	1	2	1
Vicinity Map	☐	☐	☐	2	1	1	2	1
Title Report/Certificate (< 30 days old)	☐	☐	☐	2	1	1		
Lot Closures	☐	☐	☐	2	1	1		
C.C. & Rs	☐	☐	☐	2		1		
Public Notice Materials ²	☐	☐	☐	2 sets			3 sets	2 sets
Review Fee ³	☐	☐	☐	2	1	1	2	1
USB Flash Drive with PDF's of Submitted Documents	☐	☐	☐	2	1	1	2	1
Site Plans:								
Subdivision or BLA Plan ⁴ (For Recording 18" x 24")	☐	☐	☐	2	1	1	2	1
Landscape Plan ⁴	☐	☐	☐	2			2	1
Tree Survey Plan ⁴	☐	☐	☐	2			2	1
Reduced Plan Sets (11x17) - All Above Plans	☐	☐	☐	2	1	1	2	1
Environmental information:								
SEPA Checklist ⁵	☐	☐	☐	2			2	1
Cascade Industrial Center Modified SEPA Checklist ⁶	☐	☐	☐	•	•	•	•	•
Critical Area / Wetland Report or Critical Areas Evaluation ⁷	☐	☐	☐	2			2	1
Archaeology / Cultural Report ⁸	☐	☐	☐	•	•	•	•	•
Unanticipated Discovery Plan	☐	☐	☐	2	1	1	2	1

Land Division Permit – Submittal Requirements								
Submittal Requirements	Complete Submittal Item?			Binding Site Plan (Major or Short)	Boundary Line Adjustment	Final Plat (Major, Short & Unit Lot)	Preliminary Plat (Major & Unit Lot)	Preliminary Plat (Short & Unit Lot)
	Yes	No	N/A					
Engineering Reports / Information:								
Drainage Report	☐	☐	☐	2			2	1
Geotechnical Report	☐	☐	☐	2			2	1
Complete Streets Checklist	☐	☐	☐	2			2	1
Traffic Impact Analysis	☐	☐	☐	2			2	1
Transportation Demand Management Plan	☐	☐	☐	•			•	•
Parking Demand Management Plan	☐	☐	☐	•			•	•
Snohomish County Traffic Impact Fee Offer Worksheet ⁹	☐	☐	☐	2			2	1
WSDOT Traffic Impact Fee Offer Worksheet ¹⁰	☐	☐	☐	•			•	•
Grading and Clearing Plan ¹¹	☐	☐	☐	2			2	1
Road and Drainage Plans ¹¹	☐	☐	☐	2			2	1
TESCP (Erosion Control Plan)	☐	☐	☐	2			2	1
Topography ¹⁰ (Existing Conditions)	☐	☐	☐	2			2	1
Water / Sewer / Utility Plans ¹¹	☐	☐	☐	2	1	1	2	1
Before Final Plat or Final Approval:								
Deeds/Easements/Conveyances/Dedications	☐	☐	☐	2		1		
As-Built Plans ¹¹	☐	☐	☐			1		
Sureties / Bonds ¹²	☐	☐	☐	2		1		
Electronic CAD As-Built Plans	☐	☐	☐			1		
Record at Snohomish County Auditor's Office	☐	☐	☐	2	1	1		
Conformed Recorded Copy Returned to City	☐	☐	☐	2	1	1		
NOTES:					FOR CITY USE ONLY			
1. Water / Sewer Availability shall be submitted with or prior to application submittal. 2. See Public Notice Materials Requirements 3. See the City of Arlington Adopted Fee Schedule. 4. See Subdivision Site Plan Requirements. 5. See the SEPA Checklist Requirements for Categorical Exemption Thresholds. If not exempt, then required. All projects within the Cascade Industrial Center shall submit the CIC Modified SEPA Checklist. Public Notice 6. Material is not required, as no Public Noticing is required with this checklist. 7. See Critical Areas Evaluation to determine the type of report required. 8. An Archaeological or Cultural Report may be requested by a reviewing agency or if known area of interest. 9. See Snohomish County Traffic Impact Fee Offer Worksheet and required if the project is subject to SEPA. 10. See WSDOT Traffic Impact Fee Offer Worksheet and required if the project subject to SEPA or requested. 11. See Engineering Plan Requirements for Grading, Clearing, Road, Drainage, Topography, Utilities, and As-Built 12. See Sureties / Bonds Requirements. All supplemental forms, checklists or requirements can be found at http://www.arlingtonwa.gov/269/Applications-Forms					☐ This application is complete.			
					☐ This application is incomplete. See items noted above.			
					☒ The City of Arlington may require additional information. The applicant will be notified in writing if additional information is necessary.			
					These submittal requirements are for the City of Arlington permits only. Additional permits may be required by federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.			
					_____ Community Development Representative			
					_____ Date			



LAND DIVISION SITE PLAN CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT

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

COVER SHEET

- ☐ Title Block (centered at top of cover sheet) that includes the following:
 - ☐ City of Arlington
 - ☐ Name of Proposed Subdivision
 - ☐ File No. (call for correct number)
 - ☐ Section, Township, & Range
- ☐ Title Block (right side of cover sheet) that includes the following:
 - ☐ Company Name and Contact Information who Prepared the Plans
 - ☐ Date Plans were Prepared or Revised
 - ☐ Stamp and Signed by Land Surveyor
 - ☐ Name of Proposed Subdivision
 - ☐ Company Job Number
 - ☐ Company Name of Drawing
 - ☐ Sheet Number
- ☐ Site Information:
 - ☐ Site Address (use block # if no bldg. #)
 - ☐ Legal Description of Existing Lots(s)
 - ☐ Legal Description of Proposed Lot(s)
 - ☐ Legal Description of Area of Conveyance
 - ☐ Legal Description of Any Area for Dedication
 - ☐ Zoning Classification
 - ☐ Airport Protection District Subdistrict
 - ☐ Use Classification (from AMC 20.40)
 - ☐ Legal Description
 - ☐ Tax Parcel ID Number
 - ☐ Density & Dimensional Calculations
 - ☐ Lot(s) Size (both in acreage and square feet)
 - ☐ Lot Dimensions (length, width)
 - ☐ Lot Number Labels (if applicable)
 - ☐ Number of Lots (if applicable)
 - ☐ Proposed Residential Density (if applicable)
 - ☐ Building Setback (for existing, proposed, & relocated bldgs. on site)
 - ☐ Building Height (for existing, proposed, & relocated bldgs. on site)
 - ☐ Total Lot Coverage (impervious surface)
 - ☐ Recreational & Open Space Calculations (if applicable)
 - ☐ Adjacent Street Names & Classifications
 - ☐ Required Parking Space Calculations (required & proposed)

- ☐ Required Bicycle Rack Spaces
- ☐ Screening Types Provided (indicate for each lot line)
- ☐ Utility Provider (sewer & water)
- ☐ Special Districts: School and Fire
- ☐ Critical Area Types Located On-Site and Associated Buffers (if applicable)
- ☐ Shoreline Classification (if applicable)
- ☐ FEMA Flood Zone Designation (if applicable)
- ☐ Endorsements
- ☐ Conditions, Covenants, & Restrictions of the Plat (if applicable)
- ☐ Sheet Index
- ☐ Legend
- ☐ Name, Address, Phone Number, Email Address of Owner, Applicant, Engineer
- ☐ Name, Address, Phone Number, Seal, Signature of the Registered Surveyor

SITE PLAN SHEETS

- ☐ Title Bar (locate along right edge of sheet) that includes the following:
 - ☐ Company Name and Contact Information who Prepared the Plans
 - ☐ Date Drawing were Prepared or Revised
 - ☐ Stamp and Signed by Land Surveyor
 - ☐ Project Name & Location
 - ☐ Company Job Number
 - ☐ Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- ☐ North Arrow, Graphic Scale (1" = 50' or greater)
- ☐ Legend
- ☐ Existing Configuration, Location, and Dimensions of each Proposed:
 - ☐ Existing Lot Lines Within or Adjacent to the Project Site
 - ☐ Existing Project Boundaries
 - ☐ Existing Lots and Tracts
 - ☐ Existing Parks and Open Space
 - ☐ Existing Stormwater Drainage Tracts
 - ☐ Existing Rights-of-Way (include dimensions & street name)
 - ☐ Existing Easements (include locations & dimensions)
 - ☐ Existing Critical Area Boundaries & Associated Buffers On-Site & Within 150ft. of Site per AMC 20.93
- ☐ Proposed Configuration, Location, and Dimensions of each Proposed:
 - ☐ Proposed Lot Lines Within or Adjacent to the Project Site
 - ☐ Proposed Project Boundaries
 - ☐ Proposed Existing Lots and Tracts
 - ☐ Proposed Parks and Open Space
 - ☐ Proposed Stormwater Drainage Tracts
 - ☐ Proposed Rights-of-Way (include dimensions & street name)
 - ☐ Proposed Easements (include locations & dimensions)
 - ☐ Proposed Critical Area Boundaries & Associated Buffers On-Site & Within 150ft. of Site per AMC 20.93
- ☐ Existing and Proposed Right-of-Way (ROW)
 - ☐ Frontage Improvements with Dimensions
 - ☐ Dedication of Right-of-Way with Dimensions (Labeled as "Future Right of Way Dedication")
- ☐ Location of Existing and Proposed Utilities

- ☐ Water and Sewer Lines Located within the Subdivision
- ☐ Water and Sewer Lines Located Adjacent to the Subdivision
- ☐ Proposed Surface Stormwater Drainage & Treatment
- ☐ Any Wells within the Proposed Subdivision and within 100 feet of the Proposed Subdivision
- ☐ On-Site Septic Systems need to be Identified
- ☐ Environmental Conditions – Existing and Proposed
 - ☐ Wetlands
 - ☐ Streams
 - ☐ Planned Enhancement Area
 - ☐ Critical Area Boundaries & Associated Buffers On-Site and Within 150 feet of the Site per AMC 20.93
 - ☐ Native Growth Protected Area (NGPA)
 - ☐ Geological Critical Areas
 - ☐ Contour Lines in 5 foot Intervals
- ☐ Adjacent Parcels with Parcel Numbers
- ☐ Numbers or Letters Identified for each Lot
- ☐ Parking Stall and Loading Stall Locations & Dimensions
- ☐ Electric Vehicle Parking Space Locations & Dimensions
- ☐ Refuse Bin Location (including screening details)
- ☐ Lighting Details (building exterior, site, & parking area)
- ☐ Site Ingress/Egress (existing and/or proposed)
- ☐ Driveway and Drive Aisle Locations & Dimensions
- ☐ Intersection Site Triangle Dimension
- ☐ Parks to be Dedicated to the City
- ☐ Buildings On-Site that are to Remain (include existing and proposed setbacks)
- ☐ Documented Historic Sites (locations and designations)

LANDSCAPE PLAN SHEET

- ☐ Title Bar (locate along right edge of sheet) that includes the following:
- ☐ Date Drawing was Prepared or Revised
- ☐ Project Name & Location
- ☐ North Arrow and Graphic Scale
- ☐ Name, Address, & Phone Number of Applicant, Owner, & Landscape Architect
- ☐ 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 and Square Footage for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
- ☐ Percentage of Total Lot Landscaping
- ☐ Location of Existing Significant Trees (signify which significant trees will be removed)
- ☐ Location of Where Replacement Trees are to be Planted (if applicable)
- ☐ Table including the Number of Trees and Species to be Removed

Declaration - Covenants, Conditions and Restrictions

This Binding Site Plan and any Dedications thereto is made with the free consent and in accordance with the desires of the said owners, subject to the following Conditions, Covenants, Restrictions and Easements and Requirements.

1. SITE DEVELOPMENT: All development and use of the land described herein shall be in accordance with this Binding Site Plan, as it may lawfully be amended with the approval of the City of Arlington, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon the land and the development and the use thereof. All development that occurs related to this Binding Site Plan shall share common architectural design elements ensuring that there is commonality between all buildings, regardless of the time span for complete buildout of the project to occur.
2. MIXED USE OVERLAY: This Binding Site Plan must incorporate commercial/retail/professional and certain manufacturing uses on the lots/parcels which front roadways, and provide for residential development at a density of, 15 DU Ac. minimum, upon the interior lots/parcels of the property as described herein. All development shall conform to the City of Arlington Mixed Use Development Regulations.
3. COMMON ACCESS AND PARKING AREA: Declarant, its successors, assigns, business invitees, licensees, tenants, and their guests shall have common access and use for ingress and egress purposes over and across all roadways, parking areas, and walkways, both as shown on this site plan and as constructed on the land. The owners of the land shall maintain and keep in good repair the roadways, fire lanes, parking areas and walkways situated on said land and shall keep such roadways, fire lanes, parking areas and walkways free of snow, ice, rubbish and obstructions of every nature and shall provide and maintain, as required by the City of Arlington, any drainage facilities located on the subject property.
4. GOVERNMENT EASEMENT: Any governmental entity having jurisdiction of the land and the improvements thereto, and any public or private entity providing utility service thereto, shall have a non-exclusive easement for ingress and egress over and across said land for the purposes of inspection, maintenance, and repair of such utility services.
5. MULTI-PURPOSE MAINTENANCE: Except as otherwise provided by law, and except to the extent maintenance is performed by a public or private entity providing utility service, all present and future owners of the land shall maintain and repair all roadways, parking areas, utilities and drainage facilities and other common site features and areas.
6. BINDING EFFECT: This Binding Site Plan (and the foregoing Covenants, Conditions, Restrictions and Easements) shall constitute covenants that run with the land as provided by law and shall be binding upon all parties and all persons who are or shall become the owner of, or otherwise have an interest in the land described herein. The personal obligations of declarant hereunder shall terminate at such time as declarant transfers its interest in the land, provided that the then owners of the land shall continue to be obligated hereunder as applicable.

7. All undeveloped lots, parcels and tracts shall be graded, seeded and lawns established along with the installation of all, required, perimeter landscaping within twelve (12) months of any development activity being finalized, unless an active permit with the City of Arlington exists for such lot{s). All lawn and landscaping shall be maintained on a weekly basis and a maintenance bond or other acceptable security is in place to ensure that ongoing maintenance is provided.
8. The owner releases, indemnifies and holds the City of Arlington harmless from any and all claims for damages, liabilities or injunctive relief of whatever nature arising from the design, construction, operation, maintenance and downstream impacts caused by or attributable to the storm water system onsite.