





**Planning & Development Services Fact Sheet**  
Community Development Division

**PL#** \_\_\_\_\_ - \_\_\_\_\_

Date Received

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Decision  | <input type="checkbox"/> Preliminary Plat                 |
| <input type="checkbox"/> Agricultural Variance    | <input type="checkbox"/> Shoreline Exemption              |
| <input type="checkbox"/> Binding Site Plan        | <input type="checkbox"/> Shoreline Substantial Use Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Short CaRD                       |
| <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Short Plat                       |
| <input type="checkbox"/> Long CaRD                | <input type="checkbox"/> Special Use Permit Level I       |
| <input type="checkbox"/> Lot Certification        | <input type="checkbox"/> Special Use Permit Level II      |
| <input type="checkbox"/> Modification             | <input type="checkbox"/> Variance Level I                 |
| <input type="checkbox"/> Open Space               | <input type="checkbox"/> Variance Level II                |
| <input type="checkbox"/> Pre-application Review   | <input type="checkbox"/> Other _____                      |

Brief project description: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Other Related Permits or Approvals: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_ Assessor Tax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parcel ID#: \_\_\_\_\_ Assessor Tax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Section \_\_\_\_ Township \_\_\_\_ Range \_\_\_\_ Comprehensive Plan/Zoning Designation: \_\_\_\_\_

Site Address: \_\_\_\_\_

Lot of Record:  Yes  No    Urban Growth Area:  Yes  No    If yes, City: \_\_\_\_\_

Comp Plan/Zoning within 200 feet: \_\_\_\_\_

Mineral Resource Overlay within ¼ mile:  Yes  No    Critical Area/Water within 200 feet:  Yes  No

Pre-application meeting required?  Yes  No    Meeting verification form enclosed?  Yes  No

Acreage / Lot Dimensions: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ FIRM Map Panel #: \_\_\_\_\_ Map Date: \_\_\_\_\_

Road access:  Private  County – Permit #: \_\_\_\_\_  State – Permit #: \_\_\_\_\_

Water Source:  Drilled well - Permit #: \_\_\_\_\_  Community Well  Public  PUD #1  Anacortes

Sewage Disposal:  Septic – Permit #: \_\_\_\_\_  Public Sewer: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Attach additional sheet if necessary)



**Planning & Development Services  
Community Development Division**

**Applicant**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
e-mail address

**Signature** \_\_\_\_\_

**Owner**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
e-mail address

**Contact**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
e-mail address

# OWNERSHIP CERTIFICATION

I, \_\_\_\_\_, hereby certify that I am the major property owner or officer of the corporation owning property described in the attached application, and I have familiarized myself with the rules and regulations of Skagit County with respect to filing this application for a \_\_\_\_\_ and that the statements, answers and information submitted presents the argument on behalf of this application and are in all respects true and correct to the best of my knowledge and belief.

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Signature(s):

\_\_\_\_\_  
\_\_\_\_\_

for: \_\_\_\_\_  
(corporation or company name, if applicable)

STATE OF WASHINGTON        )  
  ) ss.  
COUNTY OF SKAGIT        )

On this day personally appeared before me \_\_\_\_\_, known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purpose therein mentioned.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary's Signature \_\_\_\_\_

Notary Public in and for the State of Washington residing at \_\_\_\_\_.

My Commission Expires \_\_\_\_\_

## Site Plan Requirement Checklist

Site plan must be prepared on 8 ½" x 11" *or* 11" x 17" paper.

**\*The first 7 requirements of the Drainage Plan may be met by utilizing a third copy of this site plan.**

- 1. **Title Block**  
Indicate applicant's name, site address, Assessor's Tax Account # and Property ID # (*P#*) for the subject property.
- 2. **Scale**  
Indicate map scale. Use any appropriate scale and note it on your site plan. Example - Scale: 1" = 40'
- 3. **North Arrow**  
Show an arrow indicating the ↑ NORTH direction.
- 4. **Property Boundaries/Easements**  
Show property lines and all easements (*utility, drainage, dike, access, railroad, etc.*). Indicate site dimensions and names of adjacent roads.
- 5. **Driveway**  
Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) of slope. Turnouts are required every 300 feet. To create a turnout the road shall be widened to 20 feet in width for a distance of 30 feet in length to allow for vehicles to pull over and allow emergency vehicles to proceed.
- 6. **Building Footprint**  
Show location, dimensions and setbacks of all existing and proposed buildings or structures. If this project includes an addition, please clearly show the addition different from the existing building. Identify each building by its use (*residence, garage, etc.*). Indicate roof overhang lines and any decks, porches or retaining walls.
- 7. **Impervious Surface**  
Indicate the amount of **new** impervious area. Impervious areas include the square footage of new building roof area, parking area, patios and any new driveway.
- 8. **Setbacks**  
Indicate the building setbacks from all property lines with a dashed line. Include shoreline setbacks when applicable.
- 9. **Well Location or Water Lines**  
Indicate the drinking water supply (*existing and/or proposed, public or individual*). Show all private well(s), public water mains and water supply pipes to all buildings.
- 10. **On-Site Septic System Location or Sewer Lines**  
Indicate method of sewage disposal: Private septic - show existing and proposed on-site sewage system(s). Include drainfield replacement area(s). (Tanks are required to be 50' and drainfields 100' from a well.) Public sewer - indicate location of sewer main and private pipes to building.
- 11. **Propane**  
Show the location of the propane tank (if any).
- 12. **Slope**  
Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%.  
**Percentage % of slope = Rise (drop in height) divided by Run (distance) multiplied by 100.**

### **OTHER FEATURES TO INCLUDE ON YOUR SITE PLAN:**

- Shorelines**  
**For shoreline properties, show the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines.**
- Dike District**  
Show both measurements from the water ward side and the landward side of the dike and distance to project.



## Planning and Development Services Administrative Decision Criteria

---

### **Criteria for Administrative Decisions for CaRD's Pursuant to SCC 14.18.310, 320 and 330**

The purpose of a CaRD is to allow density while maintaining the provision to buffer and protect natural resource lands, help retain the rural landscaping, protect critical areas all to ensure the continued existence of the open space. In order to develop a CaRD land division you shall minimize infrastructure requirement such as roadways, driveways, utilities etc.

**Answer the following questions describing your proposal in detail. (Attach a separate page if necessary.)**

1. Please describe why the proposal must deviate from these requirements and how will you maintain the purpose of the CaRD?

---

---

---

---

---

---

---

---

2. Please describe special conditions and circumstances that are not a result of the actions or omissions of the applicant.

---

---

---

---

---

---

---

---

3. Please discuss whether the requested modification will confer any special privileges that are denied to other land, buildings and structures in the same designation.

---

---

---

---

---

---

---

---

**Criteria for Administrative Decisions for Change in Rural Business Use Pursuant to SCC 14.16.150(b)**

**Please answer the following questions describing your proposal in detail. (Attach a separate page if necessary.)**

1. Describe how the proposed use is substantially similar to the existing use by providing details of the types of business activities and operational characteristics that currently take place on the site and that are proposed to occur on the site. Provide hours of operation of both existing and proposed businesses.

---

---

---

---

---

---

---

---

2. Describe how the existing property and buildings are currently used and how the proposed use will use existing buildings and property.

---

---

---

---

---

---

---

---

3. Describe in detail business activities. Discuss any proposed remodeling of existing buildings or construction of new buildings that are proposed.

---

---

---

---

---

---

---

---

4. Please provide the following information so that traffic trip generation can be reviewed. For both the existing business and the proposed business, provide the days and hours of operation, the number of employees on site and the average number of customers per day.

---

---

---

---

---

---

---

**Site plans:** Provide two site plans as requested on checklist. One should show the existing use of the property and another should depict the proposed uses of the property including parking spaces, entrances and exits to public roads in addition to the stated site plan requirements.



