

PLANNING & DEVELOPMENT SERVICES

1800 Continental Place ● Mount Vernon, WA 98273 Inspections 360.336.9306 ● Office 360.336.9410 ● Fax 360.336.9416

Administrative Decision Checklist

Level I Review

Skagit County code grants the Administrator authority to approve alternative plans for certain requirements where the intent of the code is met or lot topography, size or location warrant something different. This decision is based on justification provided in this form. A different form, Administrative Setback Reduction, is used for to justify alternative setbacks.

form, Administrative Setback Reduction, is used for to justify alternative setbacks.	
Approved Prior to Administrative Decision	
□ Lot of Record Certification (See enclosed information) Approved Lot Certification, previously recorded; <i>OR</i> , Approved Lot Certification or RUE. PDS will submit it for recording; <i>OR</i> , The lot has an existing residence. Lot cert is not required for accessory building	S.
 ☐ Critical Areas Review Completed staff report or Recorded Protected Critical Area site plan. 	
Indicate which type of decision you are applying for:	
☐ Modification of parking requirements pursuant to SCC 14.16.800(1)(d)	
☐ Modification of landscaping requirements pursuant to SCC 14.16.830(5)(i)	
☐ Modification of CaRD requirements pursuant to SCC 14.18.310, 320, 330	
□ Substantially Similar Change in Rural Business use pursuant to SCC 14.16.150(b)
☐ Other Administrative decision from SCC section	
Submitted with Administrative Decision Application	
□ □ <u>Submittal Fee</u> \$ Publication Fee \$	
□	
□	
□ Assessor's Map This can be printed from the website. Please identify the subject parcel.	
□	
 □ Pre-addressed/Stamped Envelopes Include list of property owners and physical addresses. Applicant shall provide one set of pre-addressed stamped envelopes for all owners record and physical addresses within 300 feet of all subject property boundaries. □ Attach a Detailed Project Description Narrative Statement 	of
Attach a Detailed Floject Description Nahative Statement	

Date Received:

Accepted by
Permit Number
Zoning / Setbacks
Flood Plain/Floodway
Shoreline
Notes:

Rev. 8-26-08 Page 1 of 9

Please address the criteria for the particular type of Administrative Decision you are applying for by providing supporting documentation. Please attach your narrative

statement to this application.



Planning & Development Services Fact Sheet Community Development Division

PΙ	_#		-		 	
		Date	R	eceived		

 □ Administrative Decision □ Agricultural Variance □ Binding Site Plan □ Boundary Line Adjustment □ Final Plat □ Long CaRD □ Lot Certification □ Modification □ Open Space □ Pre-application Review 	□ Preliminary Plat □ Shoreline Exemption □ Shoreline Substantial Use Permit □ Short CaRD □ Short Plat □ Special Use Permit Level I □ Special Use Permit Level II □ Variance Level I □ Variance Level II □ 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 1/4 mil	e: ☐ Yes ☐ No Critical Area/Water within 200 feet: ☐ Yes ☐ No
Pre-application meeting required? ☐ Y	res □ No Meeting verification form enclosed? □ Yes □ No
Acreage / Lot Dimensions:	
Flood Zone:FIRM Ma	p Panel #: Map Date:
Road access: ☐ Private ☐ County – Pe	rmit #:
Water Source: ☐ Drilled well - Permit #:_	□ Community Well □ Public □ PUD #1 □ Anacortes
Sewage Disposal: ☐ Septic – Permit #	#: □ Public Sewer:
Legal Description:	
	(Attach additional sheet if necessary)



<u>Applicant</u>			
Name			
Address			
Phone	Fax	e-mail address	*
Signature			
<u>Owner</u>			
Name			
Address			
Phone	Fax	e-mail address	
<u>Contact</u>			
Name			
Address			
Phone	 Fax	e-mail address	

Rev. 8-26-08 Page 3 of 9

OWNERSHIP CERTIFICATION

) 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	l,	, hereby certify that I am the major property owner or officer of the	ne
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 the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that the under my hand and official seal this day of Notary's Signature Notary's Signature	corporation owning property describe	ed in the attached application, and I have familiarized myself with the ru	les and
all respects true and correct to the best of my knowledge and belief. Street Address:	regulations of Skagit County with res	pect to filing this application for a	and
Street Address:	that the statements, answers and info	ormation submitted presents the argument on behalf of this application	and are in
City, State, Zip:	all respects true and correct to the be	est of my knowledge and belief.	
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	Street Address:		
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	City, State, Zip:		
for:	Phone: ()		
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		Signature(s):	
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			
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			
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			
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		for:	
) 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		(corporation or company name, if applicable)	
) 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			
) 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			
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	STATE OF WASHINGTON)	
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	COUNTY OF SKAGIT		
Notary's Signature	individual(s) described in and wh they signed the same as their mentioned.	no executed the within and foregoing instrument, and acknowled free and voluntary act and deed, for the uses and purpos	dged that e therein
			
	My Commission Expires	, or washington residing at	·

Rev. 8-26-08 Page 4 of 9

Site Plan Requirement Checklist

Site plan <u>must</u> 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 7
	1.	<u>Title Block</u> 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 û 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.	 <u>Driveway</u> 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.	<u>Setbacks</u> 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.
01	ГНЕ	ER 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.
		Dika District

Rev. 8-26-08 Page 5 of 9

Show both measurements from the water ward side and the landward side of the dike and distance to project.



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.)

Please describe why the proposal must deviate from these requirements and how will you maintain the purpose of the CaRD?
Please describe special conditions and circumstances that are not a result of the actions or omission
of the applicant.
Please discuss whether the requested modification will confer any special privileges that are denied to other land, buildings and structures in the same designation.

Rev. 8-26-08 Page 6 of 9

<u>Criteria for Administrative Decisions for Change in Rural Business Use Pursuant to SCC 14.16.150(b)</u>

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.

Rev. 8-26-08 Page 7 of 9

4.	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 <u>two</u> 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.

Rev. 8-26-08 Page 8 of 9

Reduction of Parking Requirements, Pursuant to SCC 14.16.800

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

The minimum required number of parking spaces may be reduced 50% if the applicant's narrative can demonstrate that parking demands can be met with a reduced parking requirement. Describe how the parking demands can be met and include the estimated number of parking spaces required by the proposal. Provide the days and hours of operation, the number of employees on site and the average number of customers per day.
Modification of Landscaping Requirements, Pursuant to 14.16.830(5)(i)
Please answer the following questions describing your proposal in detail. (Attach a separate page if necessary.)
Provide an alternative landscape plan.
Depict and describe how lot size topography or location presents a hardship that cannot be overcome.

Rev. 8-26-08 Page 9 of 9