



ADMINISTRATIVE VARIANCE

AUTHORITY: Administrative Variance applications are Process II applications that the City's Community & Economic Development Department (CEDD) Director approves or disapproves. There is a limited scope for administrative variances (outlined within the next paragraph); and projects that do not fall within this scope may need to apply for a Hearing Examiner Variance.

Administrative Variances can only be issued for no more than a twenty percent (20%) reduction in the code required lot width, setbacks, maximum lot coverage, building height, parking, and landscaping buffers [MVMC 17.105.010(A)].

EARLY CONSULTATION: Prior to submitting an Administrative Variance application, the Applicant shall apply for a 'pre-application meeting' through the Community & Economic Development Department (CEDD) to discuss the proposal and to determine what materials need to be submitted for a technically complete application.

The CEDD will provide assistance and detailed information on the City's requirements and standards. In addition to the pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project.

Pre-application meetings can be scheduled with a CEDD permit technician by calling (360) 336-6214.

COMPLETE APPLICATION REQUIRED: The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

APPLICATION REVIEW: Applicants are required to bring one copy of the application package for informal review by a CEDD staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

APPLICATION MATERIALS FOR ADMINISTRATIVE VARIANCE PERMITS:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p>Affidavits for Labels A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor’s office within the previous 30 days. This affidavit is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Application Fees Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p> <ul style="list-style-type: none"> • Land Use Sign • Postage • Application Fee 	1	
<input type="checkbox"/>	<p>Application Form (Master Land Use Form) A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor’s information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Assessor’s Map Indicating Site/Area A map obtained from the Skagit County Assessor’s office identifying the subject site illustrating all property within 300 feet of the subject site.</p>	5	
<input type="checkbox"/>	<p>Concurrency Form for Traffic A worksheet developed by the CEDD that an applicant fills out that contains the information necessary so that CEDD staff or a traffic consultant working on behalf of the CEDD can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project. This affidavit is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Confirmation of Condition Compliance A written determination by the CEDD or Public Works Directors, or their designees, that confirms that the conditions placed on a project have been satisfied. The applicant for a project that requires a confirmation of condition compliance shall be required to provide evidence as deemed necessary for staff to make a determination that conditions of approval have been met.</p>	1	
<input type="checkbox"/>	<p>Construction Mitigation Description A written narrative addressing each of the following: a. Construction dates (begin and end dates); b. Hours of operation; c. Proposed hauling/transportation routes; d. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics; e. Any special hours proposed for construction or hauling (i.e., weekends, late nights); and, f. Preliminary traffic control plan.</p>	3	
<input type="checkbox"/>	<p>Density Worksheet A worksheet provided by CEDD staff for an applicant to fill out that represents the way in which density is to be calculated for different uses within the City’s zoning code. An applicant is required to attach a boundary closure prepared by a licensed land surveyor to all density worksheets.</p>	2	

<input type="checkbox"/>	Drainage Plan A stormwater plan that shows the proposed method(s) for receiving, handling, transporting surface water within the subject property in a manner consistent with the City's adopted stormwater standards. Drainage plans are to be drawn to scale and stamped by a State of Washington licensed civil engineer.	3	
<input type="checkbox"/>	Drainage Report A report stamped by a State of Washington licensed civil engineer complying with the requirements of the City's adopted stormwater standards.	3	
<input type="checkbox"/>	Architectural Elevations A 24-inch by 36-inch fully dimensioned architectural elevation plan drawn at a scale of one-fourth inch equals one foot (1/4" = 1') or one-eighth inch equals one foot (1/8" = 1') (or other size or scale approved by the Building Official) clearly indicating the information required by the "Permits" section of the currently adopted International Building Code and Chapter 19.27 RCW (State Building Code Act, Statewide amendments), including, but not limited to, the following: a. Existing and proposed ground elevations; b. Existing average grade level underneath proposed structure; c. Height of existing and proposed structures showing finished roof-top elevations based upon site elevations for proposed structures and any existing/abutting structures; d. Building materials and colors including roof, walls, any wireless communication facilities, and enclosures; e. Fence or retaining wall materials, colors, and architectural design; f. Architectural design of on-site lighting fixtures; and, Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening.	3	
<input type="checkbox"/>	Grading Elevations A site plan that shows the pre- and post-developed contours on a site. The scale and spacing of the elevation information shall clearly show the information that is needed to review such a plan. The horizontal and vertical control datum shall be clearly shown.	3	
<input type="checkbox"/>	Existing Covenants The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.	2	
<input type="checkbox"/>	Existing Easements A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.	2	
<input type="checkbox"/>	Flood Hazard Data and/or Flood Zone Location Data, including plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing; elevation in relation to mean sea level of the lowest floor (including basement) of all structures; elevation in relation to mean sea level to which any structure has been floodproofed; certification by a registered professional engineer or architect that the floodproofing methods satisfy the City's floodproofing criteria; and a description of the extent to which a watercourse would be altered or relocated as a result of proposed development. The horizontal and vertical control datum shall be clearly shown.	1	
<input type="checkbox"/>	Floor Plans A basic line drawing plan of the general building layout showing walls, exits, windows, and designated uses indicating the proposed locations of kitchens, baths and floor drains, bedrooms and living areas, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine sizing of side sewers.	3	
<input type="checkbox"/>	Geotechnical Report A study prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of Washington which includes soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements. If the evaluation involves geologic evaluations or	3	

	<p>interpretations, the report shall be reviewed and approved by a geologist. Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data shall be signed and sealed by the geotechnical engineer. If the geotechnical engineer who reviews the plans and specifications is not the same engineer who prepared the geotechnical report, the new engineer shall in a letter to the city accompanying the plans and specifications, express his or her agreement or disagreement with the recommendations in the geotechnical report and state that the plans and specifications conform to his or her recommendations. The preparation and content requirements in the table below shall also apply. See MVMC 15.40.160 Table A Geotechnical Report – Detailed Requirements to see if these more detailed requirements apply to your project site.</p>		
☐	<p>Grading Plan (Preliminary) Preliminary: A plan drawn by a State of Washington licensed civil engineer, land surveyor, or landscape architect at a scale and size approved by the CEDD. The horizontal and vertical control datum shall be clearly shown. For projects where less than 500 cubic yards of material is graded, the site plans may be prepared by owner/contractor as permitted by the CEDD. The plans shall clearly indicate the following:</p> <ol style="list-style-type: none"> a. Graphic scale and north arrow; b. Dimensions of all property lines, easements, and abutting streets; c. Location and dimension of all on-site structures and the location of any structures within fifteen feet (15') of the subject property or which may be affected by the proposed work; d. Accurate existing and proposed contour lines drawn at two feet, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within one hundred feet of the site; e. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and floodplains; f. Location of regulated critical areas and their buffers; such as, wetlands, steep slopes, watercourses, or floodplains and their associated buffers on or adjacent to the site; g. Setback areas and any areas not to be disturbed; h. Finished contours drawn at two foot intervals as a result of grading; i. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; j. All wells and septic systems located on or near the project site shall be identified; k. General notes addressing: <ol style="list-style-type: none"> i. Area in square feet of the entire property, ii. Area of work in square feet, iii. The number of tons and cubic yards of soil to be added, removed, or relocated, iv. Type and location of fill origin, and destination of any soil to be removed from site, and l. Finished floor elevation(s) of all structures, existing and proposed. 	5	
☐	<p>Habitat/Wildlife Assessment A report prepared by a qualified fish and wildlife biologist with experience assessing the relevant species and habitats and including at a minimum, the following requirements:</p> <ol style="list-style-type: none"> 1. Site Plan prepared in accordance with the requirements of the Planning and Permit Center indicating all Habitat Conservation Areas falling within 200 feet of the subject property. 2. Project narrative describing the proposal including, but not limited to, associated grading and filling, structures, utilities, adjacent land uses, description of vegetation both within and adjacent to the habitat conservation area, and when deemed necessary by the Director, surface and subsurface hydrologic analysis; 3. Impact analysis identifying and documenting the presence of all habitat conservation areas and discussing the project's effects on the Habitat Conservation Areas; 4. Regulatory analysis including a discussion of any federal, state, tribal, and/or local requirements or special management recommendations which have been developed for species and/or habitats located on the site; 	3	

	<p>5. Mitigation report including a discussion of proposed measures of mitigating adverse impacts of the project and an evaluation of their potential effectiveness. Measures may include but are not limited to: establishment of buffer zones, preservation of critically important plants and trees, limitation of access to habitat areas, seasonal restrictions of construction activities, establishment of a timetable for periodic review of the plan and/or establishment of performance or maintenance bonds;</p> <p>6. Management and maintenance practices including a discussion of ongoing maintenance practices that will assure protection of all fish and wildlife habitat conservation areas onsite after the project has been completed. This section should include a discussion of proposed monitoring criteria, methods and schedule. See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study.</p> <p>Final:</p> <p>A plan drawn on 24-inch by 36-inch paper drawn by a State of Washington licensed civil engineer, or architect at a scale of 1-inch to 40-feet (horizontal feet) and 1-inch to 10-feet (vertical feet) (or other size plan sheet or scale approved by the Director). The horizontal and vertical control datum shall be clearly shown. For small fill and grade projects plans may be prepared by owner/contractor as permitted by the CEDD. The plans shall clearly indicate the following:</p> <p>A. For Projects that are from 50 cubic yards up to 5,000 cubic yards: Graphic scale and north arrow (plan must be to scale).</p> <ol style="list-style-type: none"> 1. Property location, address (if any) and Skagit County Assessor's parcel number(s); 2. Dimensions of all property lines, easements, and abutting streets; 3. Location and dimension of all on-site structures and the location of any structures within 15 feet of the subject property or that may be affected by the proposed work; 4. Accurate existing and proposed contour lines drawn at two-foot intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100 feet of the site; 5. Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation; 6. Location of regulated critical areas and their buffers; such as, wetlands, steep slopes, watercourses, or floodplains on or adjacent to the site; 7. Setback areas and any areas not to be disturbed; 8. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown; 9. Finished floor elevations(s) of all structures, existing and proposed; 10. All wells and septic systems located on or near the project site shall be identified; 11. General notes addressing the following (may be listed on the cover sheet): <ol style="list-style-type: none"> a. Area in square feet of the entire property, b. Area of work in square feet, c. Number of cubic yards of soil or other materials to be added, removed, or relocated, and d. Type and location of fill origin, and destination of any soil or other materials to be removed from the site. <p>B. In addition to the requirements listed above, for projects that exceed 5,000 cubic yards, grading shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as "engineered grading."</p> <ol style="list-style-type: none"> 1. Application for these projects shall be accompanied by copies of plans and specifications, and supporting data consisting of a soils engineering report and engineering geology report. The plans and specifications shall be prepared and signed by a civil engineer licensed by the State of Washington. 2. Specifications shall contain information covering construction and material requirements. 		
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	<p>3. Plans shall be drawn to scale to indicate the nature and extent of the work proposed and show in detail that they will conform to the provisions of the International Building Code and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give location of the work, the name and address of the owner, and the person by whom they were prepared.</p> <p>4. The plans shall have the following information:</p> <ul style="list-style-type: none"> a. General vicinity of the proposed site, b. Property limits and accurate contours of existing ground and details of terrain and area drainage, c. Soils report prepared by a licensed soils engineer or geologist, d. Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction, e. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work, together with a map showing the drainage area and estimated runoff of the area served by any drains, f. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners that are within 15 feet of the property or that may be affected by the proposed grading operations, g. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the building official, specific recommendations contained in the soils engineering report and the engineering geology report, that are applicable to grading, may be included by reference, h. The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports, i. The Soils Engineering Report shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, including buttress fills, when necessary, and opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by soils engineering factors, including the stability of slopes, j. Liquefaction Study: The building official may require a geotechnical investigation in accordance with the IBC if, during the course of an investigation, all of the following conditions are discovered, the report shall address the potential for liquefaction: <ul style="list-style-type: none"> i. Shallow ground water, 50 feet or less, ii. Unconsolidated sandy alluvium, and iii. Seismic Zone D1. 		
<input type="checkbox"/>	<p>Hydrogeologic Study</p> <ol style="list-style-type: none"> 1. The study shall be prepared by, or under the direction of, and signed by licensed hydrogeologist pursuant to WAC 308-15. 2. Phase I Report Requirements. A Phase 1 reconnaissance level hydrogeologic report shall summarize existing information about the basic site hydrogeologic conditions such as soil types, land cover, likely ground water flow directions and receiving waters, and which low impact development management practices will be implemented consistent with the Low Impact Development Technical Guidance Manual for Puget Sound, January 2005, or an equivalent manual as determined by the Director. 3. Phase II Report Requirements. This report shall include: <ol style="list-style-type: none"> a. A description of the geology and ground water in the proposed permit area and adjacent areas down to and including the lowest aquifer that may be affected by the facility, including the following: 	<p>3</p>	

	<ul style="list-style-type: none"> i. The results of a sufficient number of test borings and core borings to accurately characterize geology, soils, ground water flow, ground water chemistry and flow systems of the proposed permit area and adjacent area, which shall be at least three test borings. The applicant shall include the actual surface elevations of the drill holes. ii. The stratigraphy, lithologic and physical characteristics and thickness of each stratum, including the location and depth of aquifers. iii. The hydrologic characteristics of each aquifer described in paragraph “ii” above, including field test data for hydraulic conductivity, storage coefficient and transmissivity, ground water hydraulic gradient and velocity. The description of these characteristics shall be based on a multiple well aquifer tests if required by the city. The application shall include the procedures and calculations used to determine these characteristics. iv. The geologic structure within the proposed permit area and adjacent area, and its relation to the regional geological structure. v. The aquifer characteristics necessary to accurately describe three dimensional ground water flow through the proposed permit area and adjacent area, including storage and discharge characteristics. <p>See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study.</p>		
<input type="checkbox"/>	<p>Justification for Proposal</p> <p>A written description and associated mapping setting forth the reasons in favor of the application and addressing permit specific evaluation criteria found in Mount Vernon Municipal Code. For Administrative Variance Permits following are the evaluation criteria that shall be addressed:</p> <ol style="list-style-type: none"> 1. That the variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the subject property is located. 2. That such variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located. 3. That the granting of such variance will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity and zone in which the subject property is situated. 	9	
<input type="checkbox"/>	<p>Landscape Plan (Conceptual & Detailed)</p> <p>Conceptual:</p> <p>A general schematic plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that clearly indicates the following:</p> <ol style="list-style-type: none"> a. Location of proposed buildings, parking areas, access and existing buildings to remain; b. Names and locations of abutting streets and public improvements, including easements; c. Existing and proposed contours at five foot (5') intervals or less; d. Location and dimensions of planting areas; e. Location and height of proposed berming; f. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.; g. Areas of proposed landscaping; h. Areas of existing landscaping, with designations of “to remain”, or “to be removed”; i. Proposed types of landscaping or general plant names; and, <p>Calculations showing that the correct amount and dimensions of landscaping is being installed on the site per MVMC 17.93.</p> <p>Detailed:</p> <p>A fully dimensioned plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that clearly indicates the following:</p> <ol style="list-style-type: none"> a. Location of proposed buildings, parking areas, access and existing buildings to remain; 	3	

	<ul style="list-style-type: none"> b. Names and locations of abutting streets and public improvements, including easements; c. Existing and proposed contours at two foot intervals or less; d. Detailed grading plan; e. Location and dimensions of planting areas; f. Location and height of proposed berming; g. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.; h. Location, size, spacing, condition (i.e. container, bare-foot), and botanical and common names of existing and proposed trees, shrubs, and ground covers; i. Decorative rockery or similar landscape improvements in relationship to proposed and existing utilities; j. Plant material key and all landscape calculations required per MVMC 17.93; k. Names and locations of existing vegetation to remain; and, l. Detailed planting specifications (soil mix, planting depth and width, and bark mulch depth). 		
<input type="checkbox"/>	<p>Landscape Worksheet</p> <p>A worksheet to be completed by the applicant that includes the information necessary so that a determination can be made whether a proposal meets the code requirements for landscaping specified within MVMC Chapter 17.93. This worksheet is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Legal Description</p> <p>A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).</p>	3	
<input type="checkbox"/>	<p>Legal Description in MS Word Format</p>	1	
<input type="checkbox"/>	<p>List of Surrounding Property Owners</p> <p>A listing of all current property owners and their mailing addresses and Skagit County Assessor's account numbers within the area specified by MVMC 14.05.150(A)(3) of the boundaries of the subject site as obtained from the Skagit County Assessor's office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the CEDD. For Administrative Variances this list shall include all property owners within 100 feet of the subject site.</p>	1	
<input type="checkbox"/>	<p>Map of Existing Site Conditions</p> <p>A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topography at two foot contours or less, and including structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.</p>	9	
<input type="checkbox"/>	<p>Neighborhood Detail Map</p> <p>A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or other scale approved by the CEDD. The map shows the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet identifies the subject site with a darker perimeter line than that of surrounding properties. The map also shows the property's lot lines, existing land uses, building outlines, City boundaries (if applicable), north arrow, graphic scale, and City of Mount Vernon street names for all streets shown.</p>	9	
<input type="checkbox"/>	<p>Parking Worksheet</p> <p>A worksheet on which an applicant provides information necessary to demonstrate that a proposal meets the code requirements for parking specified within MVMC Chapter 17.84. This worksheet is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Plan Reductions</p> <p>Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.</p>	3	

☐	Pond Performance Report and Maintenance Schedule Stormwater pond reports and a maintenance schedules shall be prepared by a civil engineer licensed in the State of Washington. The pond performance report provides written documentation that the pond was constructed correctly and will function as designed. The maintenance schedule outlines the maintenance work to be completed and when this work needs to be done.	1	
☐	Pre-Application Meeting Summary A copy of the memorandum provided to an applicant by planning staff at the pre-application meeting. Please note that pre-applications meeting approvals expire six (6) months following a meeting that is held.	1	
☐	Project Narrative A clear and concise description and summary of a proposed project, including: <ol style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; d. Statement addressing soil type and drainage conditions; e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.); g. Total estimated construction cost and estimated fair market value of the proposed project; h. Estimated quantities and type of materials involved if any fill or excavation is proposed; i. Number, type and size of trees to be removed; j. Explanation of any land to be dedicated to the City; and, k. For shoreline applications: <ol style="list-style-type: none"> i. Name of adjacent water area or wetlands, ii. Nature of existing shoreline – describe, iii. Type of shoreline (i.e., lake, stream, lagoon, march, bog, floodplain, floodway), iv. Type of beach (i.e., accretion, erosion, high bank-low bank), v. Type of material (i.e., sand, gravel, mud, clay, rock, riprap), vi. The extent and type of any bulkheading, and vii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project. j. For subdivision applications: the proposed number, size, and density of the new lots. 	9	
☐	Public Works Approval Letter Written confirmation from the CEDD that all required improvements have been substantially installed or deferred and authorizing the submittal of any type of application that requires such verification such as, final plat, final short plat, final binding site plan, final PUD, Conditional Use Permits, Master Plans, etc.	1	
☐	Record Drawings or As-Builts Measurements made after a project is complete to provide the actual positions and features of the project. As-builts shall be provided on stabilized drafting film the size and scale of which will be determined by the CEDD. The entire set of plans shall be provided regardless of whether or not there are changes to be noted. AutoCad and either PDF or TIF files shall also be supplied of the entire plan set.	1	
☐	Roadway Construction Plans – (Preliminary and Final) Preliminary: Plans prepared by a State of Washington licensed civil engineer that meet the requirements found in the MVMC and the City's Engineering Standards. All plan sheets shall be twenty-four inches by thirty-six inches (24" x 36"), clear and readable and shall be at a scale of one inch equals twenty feet (1" = 20') horizontal, and one inch equals two feet (1" = 2') vertical, unless otherwise approved by the Director. The horizontal and vertical control datum shall be clearly shown. The plans shall contain the following:	5	

	<p>A. Preliminary roadway construction plans shall include the following sheets:</p> <ol style="list-style-type: none"> 1. Existing conditions including topographical detail; 2. Overall proposed conditions and project layout; 3. Overall drainage plan; and, 4. Roadway and pond cross-sections. <p>Final:</p> <p>B. Final roadway construction plans shall include the following sheets:</p> <ol style="list-style-type: none"> 1. Cover sheet; 2. Existing conditions; 3. Overall proposed conditions and project layout; 4. Erosion control plan, including erosion control notes; 5. Plan and profile sheets, including stormwater and utilities; 6. Construction details, including construction notes; 7. Signing and striping plan; and, 8. Street lighting plan. 		
<input type="checkbox"/>	<p>Screening Detail, Refuse/Recycling</p> <p>A detailed plan drawing, prepared to scale, showing location within property boundaries, heights, elevations, and building materials of proposed screening or of proposed plantings.</p>	3	
<input type="checkbox"/>	<p>Site Plan</p> <p>A plan drawn by a State of Washington licensed architect, engineer, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:</p> <ol style="list-style-type: none"> a. Scale, north arrow, and legal description; b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements; c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees; d. Landscaped areas and irrigation meters; e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands; f. Off-street parking layout and driveways; g. Grading plan showing proposed and existing contours and site elevations; h. Lighting and sign structures (new and existing); i. Location and proposed screening of garbage containers and recycling storage; j. Fire hydrant locations (new and existing) within three hundred feet (300') of building; k. Existing utilities and connection to existing and/or new utilities; l. The horizontal and vertical control datum shall be clearly shown; m. All wells and septic systems located on or near the project site shall be identified; n. General notes addressing the following: <ol style="list-style-type: none"> i. Name of the project, ii. Name, address, and telephone number of owner and agent(s), iii. Zoning and Comprehensive Plan designations of the site, iv. Area, in square feet and acreage, of the project site, v. Reference to the current Building Code, vi. Proposed use, occupancy group, construction type, and number of units in each building, vii. Square footage and height of each individual building, viii. Percentage of lot coverage and square footage of all landscaping, ix. Proposed building setbacks, 	9	

	<ul style="list-style-type: none"> x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping, xi. Landscaping calculations complying with MVMC Chapter 17.93, and xii. Density for residential developments. o. For shoreline permits: <ul style="list-style-type: none"> i. Ordinary high water mark, existing and proposed, and ii. Name of water body. p. For sign permits: <ul style="list-style-type: none"> i. Note if any proposed signage will be illuminated or be animated, ii. Type (e.g., freestanding, wall, etc.), size and number of all existing signs, iii. Type, size and number of all proposed signs, and iv. Wind design loads. 		
<input type="checkbox"/>	<p>Standard Stream Study</p> <p>A report shall be prepared by a qualified professional, unless otherwise determined by the Director, and include the following information:</p> <ol style="list-style-type: none"> 1. Site Map: Site map(s) indicating, at a scale no smaller than 1" = 20' (unless otherwise approved by the Director): <ol style="list-style-type: none"> a. The entire parcel of land owned by the applicant, including 100 feet of the abutting parcels through which the water body(ies) flow(s); b. The ordinary high water mark (OHWM) determined in the field by a certified professional (the OHWM must also be flagged in the field); c. Stream classification, as recorded in city Inventories (if unclassified, see subsection (c) below); d. Topography of the site and abutting lands in relation to the stream(s) and its/their management zone(s) at contour intervals of two feet where slopes are less than 10 percent, and of five feet where slopes are 10 percent or greater; e. 100-year floodplain and floodway boundaries, including 100 feet of the abutting parcels through which the water body(ies) flow(s); f. Site drainage patterns, using arrows to indicate the direction of major drainage flow; g. Top view and typical cross-section views of the stream, banks, and management zones to scale; h. The vegetative cover of the entire site, including the stream or lake, banks, riparian area, and/or abutting wetland areas, extending 100 feet upstream and downstream from the property line. Include position, species, and size of all trees at least 4 inches dbh that are within the Inner and Outer Riparian Management Zone; i. The location, width, depth, and length of all existing and proposed structures, roads, storm water management facilities, wastewater treatment and installations in relation to the stream/lake and its/their management zones; and j. Location of site access, ingress and egress. 2. Grading Plan: A grading plan prepared in accordance with MVMC and Mount Vernon Engineering Standards and as required by staff through the preapplication review process, and showing contour intervals of two feet where slopes are less than 10 percent, and of five feet where slopes are 10 percent or greater. 3. Stream Assessment Narrative: A narrative report shall be prepared to accompany the site plan which describes: <ol style="list-style-type: none"> a. The Stream classification as recorded in city inventories. b. The vegetative cover of the site, including the stream or lake, banks, riparian area, wetland areas, and flood hazard areas extending 100 feet upstream and downstream from the property line; c. The ecological functions currently provided by the stream/lake and existing riparian area; 	3	

	<p>d. Observed or reported fish and wildlife that make use of the area including, but not limited to, salmonids, mammals, and bird nesting, breeding, and feeding/foraging areas; and</p> <p>e. Measures to protect trees and vegetation.</p> <p>See MVMC 15.40.170(C) to see if a supplemental stream study will be required.</p>		
<input type="checkbox"/>	<p>Street Lighting Plan</p> <p>Drawing showing the proposed lighting system, including luminaries, junction boxes, electric wiring, and wiring diagrams using the same scale as the utility plans (or as approved by the CEDD) and conforming to ANSI standards.</p>	3	
<input type="checkbox"/>	<p>Survey</p> <p>A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot (1') in ten thousand feet (10,000'). Shall be accompanied by a complete survey of the section or sections in which the plat or re-plat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or re-established corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. Horizontal control datum shall be that which is stipulated by WAC 332-130-060.</p>	3	
<input type="checkbox"/>	<p>Title Report or Plat Certificate</p> <p>A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>	2	
<input type="checkbox"/>	<p>Topographic Map</p> <p>A map showing the existing land contours using vertical intervals of not more than two feet. For any existing buildings the map shall show the finished floor elevations of each floor of the building. The horizontal and vertical control datum shall be clearly shown.</p>	5	
<input type="checkbox"/>	<p>Tree Cutting/Land Clearing Plan</p> <p>A plan, based on finished grade, drawn to scale clearly showing property boundaries, location of areas proposed to be cleared, types and sizes of vegetation to be removed, altered or retained, future building sites and drip lines of any trees which will overhang/overlap a construction line, and location and dimensions of rights-of-way, utility lines, and easements. All critical areas and their associated buffers shall also be shown.</p>	3	
<input type="checkbox"/>	<p>Utilities Construction Plans</p> <p>Plans prepared by a State of Washington licensed civil engineer, containing all of the information outlined above for site plans, and below for utility plans, and any other information deemed necessary by the Public Works Director.</p>	5	
<input type="checkbox"/>	<p>Utilities Plan and Profile</p> <p>A plan drawn at scale or size approved by the CEDD clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown. The horizontal and vertical control datum shall be clearly shown.</p>	3	
<input type="checkbox"/>	<p>Wetland Assessment</p> <p>A wetland assessment includes the following:</p> <ol style="list-style-type: none"> 1. A description of the project and maps at a scale no smaller than 1" = 200' showing the entire parcel of land owned by the applicant and the wetland boundary delineated by a qualified wetlands ecologist, and pursuant to MVMC 15.40.040; 2. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species, consistent with published delineation standards (Corps of Engineers delineation manual, 1987; Washington State Wetlands Identification and Delineation Manual, 1997). Copies of the wetland delineation data sheets and rating forms should be included as an appendix to the wetland assessment; 	3	

	<ol style="list-style-type: none"> 3. A site plan for the proposed activity at a scale no smaller than 1" = 200' showing the location, width, depth and length of all existing and proposed structures, roads, storm water management facilities, sewage treatment and installations within the wetland and its buffer; 4. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations; 5. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet or at a contour interval appropriate to the site topography and acceptable to the city; 6. Top view and typical cross-section views of the wetland and its buffer to scale; 7. The purposes of the project and, if a variance is being requested, an explanation of why the proposed activity cannot be located at another site; 8. If wetland mitigation is proposed, a mitigation plan which includes baseline information, an identification of direct and indirect impacts of the project to the wetland area and wetland functions, environmental goals and objectives, performance standards, construction plans, a monitoring program and a contingency plan. 9. Alternative Methods of Development: If wetland changes are proposed, the applicant shall evaluate alternative methods of developing the property using the following criteria in this order: <ol style="list-style-type: none"> a. Avoid any disturbances to the wetland or buffer; b. Minimize any wetland or buffer impacts; c. Compensate for any wetland or buffer impacts; d. Restore any wetlands or buffer impacted or lost temporarily; e. Create new wetlands and buffers for those lost; and f. In addition to restoring a wetland or creating a wetland, enhance an existing degraded wetland to compensate for lost functions and values. <p>This evaluation shall be submitted to the Director. Any proposed alteration of wetlands shall be evaluated by the Director using the above hierarchy.</p> 10. Such other information as may be needed by the city, including but not limited to an assessment of wetland functional characteristics, including a discussion of the methodology used; a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this section. See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study. 		
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GENERAL PROCESS: Once all of the materials outlined above have been submitted to the CEDD staff will determine whether or not an application is complete. A letter will be sent to the applicant if the submittal is incomplete; and staff will let the applicant know what additional items need to be submitted, or what corrections are needed to make the application complete.

Once all of the items outlined above have been accepted as complete staff will route copies of these materials to different City departments to review and provide comments on. Staff will request that comments be made by other City departments within 14-days.

At the same time that staff is routing items to City departments for their review and comment, staff will also prepare and distribute a Notice of Application. The Notice of Application (NOA) will be sent to property owners who are within 100 feet of the subject site, and applicable agencies. In addition, a staff planner will contact the applicant to let them know when they need to pick up their pink land use change sign and where to place it on their site.

After the comment period is up for the NOA the staff planner will draft a staff report that will be forwarded to the CEDD Director for his/her decision on the application. The decision on the permit will then be forwarded to the applicant and any parties of record.

There is a 14-day appeal period that follows the approval/disapproval of an Administrative Variance. This appeal is to the Hearing Examiner. The Hearing Examiner's appeal decision can then be appealed to Superior Court, not the City Council. Appeals to Superior Court must follow the requirements of RCW 36.70C, the Land Use Petition Act.