



EXPANSION & RECONSTRUCTION OF NON-CONFORMING USES

GENERAL INFORMATION

An existing nonconforming building may be enlarged, expanded or reconstructed in such a manner that it conforms to the regulations of the Mount Vernon Municipal Code (MVMC) and of the building code and to the end that it will no longer be or be used as a nonconforming building. An existing nonconforming building or use cannot, however, be enlarged or expanded or reconstructed for the continuance of its use as a nonconforming building except with special permission. This 'special permission' is granted through a Type IV process wherein the Hearing Examiner makes a recommendation to the City Council; and the City Council makes a final decision on whether to allow the enlarging, expanding, or reconstruction of a non-conforming building or use.

SUBMITTAL REQUIREMENTS

SPECIAL PERMISSION FOR NON-CONFORMING BUILDINGS OR USES	
ITEMS REQUIRED TO BE SUBMITTED:	# OF COPIES:
Master Land Use Form	1
Site Plan	5
Architectural Floor Plan	5
Title Report	2
Project Description & Justification	5
Other Submittals Required on a Site-by-Site Basis: <ul style="list-style-type: none"> • Survey • Traffic Concurrency • Drainage Plan or Report • Grading Elevations • Geotechnical Report • Landscape Plans • As-Builts • Roadway Plans • Utility Plans • Stream & Wetland Studies 	TBD
Application Fees	TBD

See the accompanying handouts/forms that provide additional information on the submittal items listed above.

PROCESS AND TIMING

These types of projects are generally processed by the City within three (3) to four (4) months. This length of time is necessary because there are timeframes in which the public is able to comment on the application and two hearings are required. The first hearing is open record before the Hearing Examiner. The Hearing Examiner makes recommendations on these applications to the City Council. Following the Hearing Examiner's hearing the Council will make a final decision on these applications at a closed record hearing.

OTHER NOTEWORTHY ITEMS

- Applicants are responsible for submitting complete applications. The list of submittal items on this handout are supplemented by detailed descriptions of what is required to be included in each of the listed items.
- The City's website contains copies of the forms identified within this handout that are required to be filled out and submitted.
- Only after completing this land use process are Applicants able to submit construction related permits, e.g. Building Permit(s) and/or Fill & Grade Permit(s).

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

MASTER LAND USE APPLICATION FORM

PERMIT NUMBER: _____

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:

PARCEL
NUMBER(S):

A copy of the site legal description is required to be attached to this form. Have you attached this document? YES NO

② PROPERTY OWNER INFORMATION

NAME:

ADDRESS:

CITY

STATE

ZIP

TELEPHONE:

CELL:

EMAIL:

③ APPLICANT INFORMATION

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT? Applicant Property Owner

NAME:

ADDRESS:

CITY

STATE

ZIP

TELEPHONE:

CELL:

EMAIL:

④ PROJECT INFORMATION

TYPE OF LAND USE PERMIT YOU ARE
APPLYING FOR:

- HEARING EXAMINER CONDITIONAL USE
 HEARING EXAMINER SPECIAL USE
 MASTER PLAN
 SPECIAL PERMISSION FOR A NON-CONFORMING STRUCTURE OR USE
 PRELIMINARY BINDING SITE PLAN
 PRELIMINARY PLAT
 PRELIMINARY SHORT PLAT
 REZONE
 SHORELINE
 VARIANCE

SITE AREA (S.F. OR ACRES):

ARE THERE EXISTING STRUCTURES?

YES NO

EXISTING ZONING:

PROPOSED ZONING:

EXISTING COMPREHENSIVE PLAN:

PROPOSED COMPREHENSIVE PLAN:

IS THE PROPERTY LOCATED IN A FLOOD ZONE?

YES NO

IF YES, LIST ZONE:

ARE THERE SLOPES IN EXCESS OF 15% ON OR ABUTTING THE
SITE?

YES NO

IF YES, MAKE SURE THESE AREA ARE CLEARLY SHOWN ON THE
PLANS BEING SUBMITTED

ARE THERE CRITICAL AREAS OR BUFFERS ON OR ABUTTING
THE PROJECT SITE?

YES NO

IF YES, THE CRITICAL AREA AND ITS ASSOCIATED BUFFER MUST
BE CLEARLY SHOWN ON THE PLANS BEING SUBMITTED

WILL MORE THAN 2-ACRES BE CLEARED?

YES NO

IF YES, A LAND CLEARING PERMIT MUST BE SUBMITTED

WILL MORE THAN 5,000 BOARD FEET OF TIMBER BE HARVESTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, A LAND CLEARING PERMIT MUST BE SUBMITTED
HAS A PRE-APPLICATION MEETING BEEN HELD THAT INCLUDES THIS PROJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST ITS FILE NO:
HAVE YOU COMPLETED THE TRAFFIC IMPACT ANALYSIS PROCESS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST ITS FILE NO:

5 PROJECT CONTACTS & THOSE INVOLVED

It is imperative that the members of the City Council, Planning Commission and that the Hearing Examiner know all of the people involved with your application so that they can act without any conflict of interest charges or violations of the appearance of fairness doctrine. Therefore, the following information MUST be complete and MUST be updated when new companies or individuals become involved with your project. The following persons are associated with this project. Attach additional pages as necessary to ensure complete disclosure:

DEVELOPERS:	ADDRESS:	PHONE AND EMAIL ADDRESS:
ARCHITECT:	ADDRESS:	PHONE AND EMAIL ADDRESS:
ENGINEER:	ADDRESS:	PHONE AND EMAIL ADDRESS:
TITLE COMPANY:	ADDRESS:	PHONE AND EMAIL ADDRESS:
LENDER/LOAN OFFICER:	ADDRESS:	PHONE AND EMAIL ADDRESS:
ATTORNEY:	ADDRESS:	PHONE AND EMAIL ADDRESS:
CONTRACTORS:	ADDRESS:	PHONE AND EMAIL ADDRESS:
REAL ESTATE AGENTS:	ADDRESS:	PHONE AND EMAIL ADDRESS:
INVESTORS:	ADDRESS:	PHONE AND EMAIL ADDRESS:
OTHER PARTIES PROVIDING SIMILAR, SIGNIFICANT SERVICES:	ADDRESS:	PHONE AND EMAIL ADDRESS:

⑥ ACKNOWLEDGEMENTS & SIGNATURES

The following statements **MUST** be read and initialed by the property owner. Land Use applications involve many steps and processes; and most applications are conditioned through the process. The following disclosure statements involve items that the Community & Economic Development Department wishes to bring to your attention at the beginning of a project. The following statements in no way contain all of the conditions that could be applied to your project, but rather, are conditions that could seem out of the ordinary to an applicant who does not regularly work with land use codes.

OWNER'S INITIALS: LAND USE PERMITTING DISCLOSURE STATEMENTS:

	I understand that land use permits do not authorize earth disturbing activities, the removal of vegetation, or the construction of buildings. I understand that additional permits will be required after my land use permitting process is completed. I understand that no earth disturbing activities (including the removal vegetation) may take place until after my land use process is complete, and only after I have received additional permits such as Fill & Grade, Utility, or Right-of-Way permit(s). Additionally, I understand that structures cannot be constructed until after my land use permitting processes are complete and I receive permits authorizing such construction, e.g. building permit(s).
	I understand that if critical areas (wetlands, streams, steep slopes, et cetera) are found on or near my property I will be required to leave an undisturbed buffer area around the critical area. I also understand that depending upon the size and scope of my project that I may be required to enhance a critical area buffer.
	I understand that depending upon the size and scope of my project, I may be required to provide maintenance and/or performance bonds for items such as landscaping, public roads and/or public utilities that I construct or install.
	I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my land use process will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Development Services Department could require an entirely new application to be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City know.
	I understand that I am applying for permits from the City of Mount Vernon only; and that additional permits from other Federal and State agencies will likely be required. I understand that the City of Mount Vernon cannot advise me of permits that are required from other agencies, and that I must contact these agencies to make sure I comply with their requirements. These agencies include (but are in no way limited to): Corps of Engineers, Department of Natural Resources, Department of Ecology, and Northwest Clean Air Agency.
	I understand that I may be required to properly and timely post a pink land use sign on my property during my land use permitting process. I understand that I am responsible for making sure that this sign continues to be posted on my property until my land use process is completed; and I understand that I am responsible for removing and disposing of this sign once my land use process is completed.
	I understand that I will be responsible for paying consultants that the City may deem necessary to review certain aspects of my application. I understand that these consultant reviews could include traffic concurrency, critical area, landscaping, et cetera.

I declare that I am either the owner of the property involved in this application or the authorized representative to act for the property owner (proof of authorization is required to be attached if you are not the property owner), and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. The below-signed does certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature

Date

Printed Name

STATE OF WASHINGTON }
COUNTY OF SKAGIT } SS.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ to be the free and voluntary act and deed of said _____, for the uses and purposes therein mentioned.

Given under my hand and official seal this ____ day of _____, 201__.

NOTARY SEAL HERE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC WRITTEN NAME:

RESIDING AT:

MY APPOINTMENT EXPIRES ON:

Architectural Floor Plans: to-scale drawing, showing a view from above, of the relationships between rooms, spaces, and other physical features for each level of a structure. Floor plans are required to include: all interior dimensions, the location and size of all doors and windows, room uses, the location and type of all plumbing and mechanical fixtures, floor areas, construction type, occupancy classifications, occupancy load calculations, location of all exit lighting and fire extinguishers, and all ADA details.

Project Description & Justification: A clear and concise description and summary of a proposed project, including:

- a. Project name, size and location of site;
- 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. Description setting forth compliance with any specific MVMC criteria applicable to the type of permit sought, e.g. an applicant seeking a variance needs to submit a description of how they are complying with the variance criteria.

Site Plan: 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:

- 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:
 - 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,
 - 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:
 - i. Boundary of Shoreline Management Zone in vicinity of property;
 - ii. Inventory unit location of proposed project,
 - iii. Environmental designation of property and adjacent land,
 - iv. Verification of permitted use and conformance with development standards as per Mount Vernon Shoreline Master Program,
 - v. Ordinary high water mark, existing and proposed, and
 - vi. Name of water body.
- p. For sign permits:
 - 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.

Title Report: 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

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plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.

OTHER SUBMITTALS REQUIRED ON A SITE-BY-SITE BASIS:

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,
- g. Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening.

Concurrency Form for Traffic: A worksheet developed by the Department that an applicant fills out that contains the information necessary so that staff or a traffic consultant working on behalf of the City can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project. This affidavit is provided by City to applicants.

Design Standard Plans: All applications for building permits or land use approvals opting to or required to use the Design Standards & Guidelines (that are adopted by reference within MVMC 17.70) for greater flexibility of the standard development regulations shall be accompanied by the following:

- a. Complete sets of plans that clearly define the construction, changes, proposed building exteriors, alterations or remodeling and indicate the proposed location, lot/site dimensions, and all colors and types of materials and construction. Said plans shall be drawn to scale and shall clearly define the roofing design, siding and trim materials to be used together with the finish, or other materials to be used or applied on all exterior walls.
- b. Complete sets of landscape plans that detail the private and public improvements, as applicable. Said plans shall be drawn to scale and clearly define the detail of the landscape materials and improvements. Landscape plans shall reflect the requirements listed in MVMC Chapter 17.93. For PUDs and multi-family projects, a site plan prepared per City standards shall be submitted that clearly illustrates the improvements and amenities as required and encouraged through the Mount Vernon Design Standards and Guidelines.
- c. The application and plans shall state a proposed date of commencement and completion of such construction,

change, alteration or remodeling and installation of improvements. Such plans shall become the property of the City upon submission of the application.

d. Reference to City of Mount Vernon Code requirements and percentage of landscaping proposed for site and for parking areas. The plans must illustrate minimum requirements and how the proposed development meets minimum standards.

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.

Drainage Report: A report stamped by a State of Washington licensed civil engineer complying with the requirements of the City's adopted stormwater standards.

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 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.

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.

Landscape Plan, Conceptual: 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:

- 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;

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- 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,
- j. Calculations showing that the correct amount and dimensions of landscaping is being installed on the site per MVMC 17.93.

Screening Detail, Refuse/Recycling: A detailed plan drawing, prepared to scale, showing location within property boundaries, heights, elevations, and building materials of proposed screening or of proposed plantings.

Stream Study, Standard: A report shall be prepared by a qualified professional, unless otherwise determined by the Director, and include the following information:

1. Site Map: Site map(s) indicating, at a scale no smaller than 1" = 20' (unless otherwise approved by the Director):
 - 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:

- 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;
- 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
- e. Measures to protect trees and vegetation.

See MVMC 15.40.170 to see if a supplemental stream study will be required.

Survey: 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.

Topographic Map: 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.

Utilities Construction Plans

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.

Wetland Assessment: A wetland assessment includes the following:

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 (See MVMC Chapter 15.40). Copies of the wetland delineation data sheets and rating forms should be included as an appendix to the wetland assessment;
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;

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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:
 - 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.This evaluation shall be submitted to the Director. Any proposed alteration of wetlands shall be evaluated by the Director using the above hierarchy.
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.

See MVMC 15.40 to see if a supplemental wetland study will be required.