



RECEIVED
CITY OF MOUNT VERNON

APR 20 2017

C.E.D. DEPARTMENT

BY _____
MASTER LAND USE APPLICATION FORM

FILE NUMBER:

PL17-047

PROPERTY OWNER(S):	
(If there is more than one legal owner, please attach an additional notarized Master Application for each owner)	
NAME: Sara Leming	
ADDRESS: 716 N 18th Pl	
CITY/STATE:	ZIP:
Mt. Vernon, WA	98273
TELEPHONE NUMBER and EMAIL ADDRESS: 206-915-9260 saraleming@yahoo.com	
APPLICANT (if other than owner):	
NAME:	
COMPANY: (If applicable)	
ADDRESS:	
CITY/STATE:	ZIP:
TELEPHONE NUMBER and EMAIL ADDRESS:	
CONTACT (If this section is completed, correspondence will only be sent to this individual, if left blank, materials will only be sent to the property owner):	
NAME:	
ADDRESS:	
CITY/STATE:	ZIP:
TELEPHONE NUMBER and EMAIL ADDRESS: 206-915-9260 saraleming@yahoo.com	

PROJECT INFORMATION
Project or development name: ADU
Property/project address(es)/location: 716 N. 18th Pl. Lot 21, 'Plot of Highland Glen Div. No. 2.'
A copy of the site legal description from either: 1) a recent title report; or 2) a description written and/or reviewed by a P.L.S., must be attached.
Skagit County Assessor's parcel number(s): P80284
Existing land use(s): Single family
Proposed land uses: Accessory unit
Existing Comprehensive Plan designation: NA
Proposed Comprehensive Plan designation (if applicable): NA
Existing Zoning designation: R-1
Proposed Zoning designation (if applicable): NA
Site Area (sq. ft. or acreage): .29 acres
Project value: \$15,000
Is the site located in any type of environmentally sensitive area? No

PROJECT CONTACTS

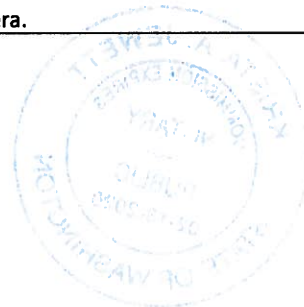
It is imperative that the members of the City Council, Planning Commission and that the Hearing Examiner know all of the people involved with your application so that they can act without any conflict of interest charges or violations of the appearance of fairness doctrine. Therefore, the following information **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:
Surveyor:	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:

ACKNOWLEDGEMENTS

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 can not be constructed until after my land use permitting processes are complete and I receive a 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 depending on the type of critical areas on or near my property I may be required to provide both monitoring and maintenance bonds for work within a critical area buffer. I also understand that if I choose to utilize the ecosystem alternative within the City's Critical Areas Ordinance I will be required to "buy down" the buffer and to enhance the buffer areas left on my property.
	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 Community & Economic Development 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 planner assigned to my project 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 can not 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.



Fee Calculations

Please note that CEDD staff uses this area to calculate the application fees for all submittals.

Annexation	\$ _____
Binding Site Plan	\$ _____
Boundary Line Adjustment	\$ _____
Comprehensive Plan Amendment	\$ _____
Conditional Use Permit, Administrative	\$ _____
Conditional Use Permit	\$ _____
Critical Area Permit	\$ _____
Design Review	\$ _____
Environmental Review (SEPA)	\$ _____
Environmental Review with critical areas	\$ _____
Fill and Grade Permit	\$ _____
Landscape Modifications	\$ _____
Major Modification	\$ _____
Master Plan	\$ _____
Non-Conforming	\$ _____
Other Permit Write in Below:	
	\$ _____

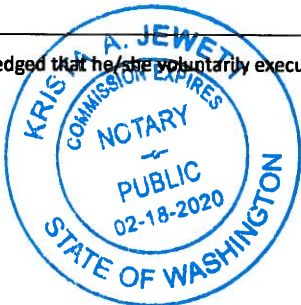
Plat, Preliminary	\$ _____
Planned Unit Development	\$ _____
Rezones	\$ _____
Shoreline Permits:	
Conditional Use	\$ _____
Substantial Development	\$ _____
Variance	\$ _____
Short Plat, Preliminary	\$ _____
Site Plan Approval	\$ _____
Special Use Permit	\$ 100
Special Use Permit for ADU	\$ _____
Temporary Use Permit	\$ _____
Transportation Concurrency	\$ _____
Variations, Administrative	\$ _____
Variations	\$ _____
Postage 10x2 x .48	\$ 10
Land Use Signs:	\$ 10

AFFIDAVIT OF OWNERSHIP

Only the property owner or an authorized representative may sign this form. If your title report lists a company, partnership or other owners you must submit evidence that you are authorized to sign on behalf of the entity or others that are listed. If you are an authorized representative you must provide a signed and notarized statement from the property owner(s) that you are authorized to sign on their behalf. Please attached additional signature sheets if there are more than one owner.

I, Sara Leming, declare that I am (please check one) the owner of the property involved in this application, _____ the authorized representative to act for the property owner (proof of authorization must be attached), and that the 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.

On this, the 20th day of April, 2011 before me personally appeared _____ Applicant Signature: Sara Leming known to me to be the same person whose name is subscribed to the within instrument and acknowledged that he/she voluntarily executed the same for the purpose therein contained.



IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Krista Jewett
Notary Public in and for the State of Washington

Residing at Shagor

My Appointment Expires 2-18-20

Schedule "A-1"

01-161483-OE

DESCRIPTION:

Lot 21, "PLAT OF HIGHLAND GLEN DIV. NO. 2," as per plat recorded in Volume 11 of Plats, page 79, records of Skagit County, Washington.

Situate in the City of Mount Vernon, County of Skagit, State of Washington.

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BY _____

**SUBMITTAL REQUIREMENTS
SPECIAL USE PERMIT ADU**

PLEASE INCLUDE THIS CHECKLIST WITH YOUR SUBMITTAL

APPLICATION FEES \$ _____

- SPECIAL USE PERMIT \$100.00
- LAND USE NOTICE SIGN @ \$14.00 EACH
- POSTAGE FEES - FEES TO COVER POSTAGE FOR EACH MAILING LABEL SET

LEGAL DESCRIPTION 1 _____

TITLE REPORT 1 _____

LIST OF SURROUNDING PROPERTY OWNERS W/IN 100 FEET OF PROPERTY BOUNDARY 1 _____

LIST MUST COME FROM THE SKAGIT COUNTY ASSESSOR'S OFFICE

- MAILING LABELS SET 2

MASTER LAND USE APPLICATION FORM 1 _____

FLOOR PLAN 4 _____

A basic line drawing plan of the general building layout showing square footage, walls, exits, windows, and designated uses indicating the proposed locations of kitchen, bath, bedroom and living areas.

PRELIMINARY SITE PLAN 4 _____

- a. Scale and north arrow.
- 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,
- d. Off-street parking layout and driveways; show the three off street parking spaces.
- e. Elevation detail for new accessory building- it should not look like there are two houses on the property...(so front door of the accessory building could be on the side of the building.)

PROJECT NARRATIVE/ADDITIONAL SITE PLAN REQUIREMENTS: 4 *nothing will comply*

- DEMONSTRATE CONFORMANCE WITH ACCESSORY DWELLING UNIT CRITERIA IN CHAPTER 17.81.110; WHICH IS AS FOLLOWS:

- A. An accessory dwelling unit may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or by a combination of the following methods:
 1. Alteration of interior space of the dwelling; or
 2. Conversion of an attic, basement, attached or detached garage, or other previously uninhabited portion of a dwelling; or
 3. Addition of attached living area onto an existing dwelling; or
 4. Construction of a detached living area.
- B. Each single-family dwelling on a legal building lot shall have not more than one accessory dwelling unit.

- C. One of the dwelling units shall be occupied by one or more owners of the property as the owner's permanent and principal residence. "Owners" shall include title holders and contract purchasers. The owner shall file a certification or owner-occupancy with the CED Department prior to the issuance of the permit to establish an accessory dwelling unit.
- D. The floor area of the accessory dwelling unit shall not exceed 900 square feet.
- E. The total number of persons who may occupy the principal and accessory dwelling units combined shall not exceed the number of persons that are defined by this title as a 'family': "one person or two or more related persons living together, or not more than eight unrelated persons living together as a single, nonprofit housekeeping unit".
- F. Three (3) off-street parking spaces shall be provided for the principal and accessory dwelling units. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley, unless topography makes such access impossible.
- G. The single-family appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood. Only one entrance to the residential structure may be located on any street side of the structure; provided, that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the ordinance codified in this chapter.
- H. Only one (1) electric, one (1) gas, and one (1) water meter shall be allowed for the entire building, serving both the principal and accessory dwelling unit.
- I. The accessory and principal dwelling unit shall comply with all applicable requirements of the Uniform Building Code and zoning ordinance as adopted or amended by the City.
- J. The owner of a single-family dwelling with an accessory dwelling unit shall file an owner's certificate of occupancy in a form acceptable to the City Attorney no later than April 1st of each year. Any person who falsely certifies that he or she resides in a dwelling unit at the stated address to satisfy the requirements of this section shall be subject to the violation and penalty provisions of Chapter 17.114 MVMC.
- K. A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.
- L. In addition to the conditions which may be imposed by the Community & Economic Development (CED) Director through the special use permit process, all accessory dwelling units shall also be subject to the condition that such a permit shall automatically expire whenever:
 - 1. The accessory dwelling unit is substantially altered and is thus no longer in conformance with the plans approved by both the CED Director and Building Official; or
 - 2. The subject lot ceases to maintain at least three (3) off-street parking spaces; or,
 - 3. The applicant ceases to own or reside in either the principal or the accessory dwelling unit.
- M. The applicant shall provide a covenant in a form acceptable to the City Attorney and suitable for recording with the County Auditor, providing notice to future owners or long term lessors of the subject lot that the existence of the accessory dwelling unit is predicated upon the occupancy of either the accessory dwelling unit or the principal dwelling by the person to whom the accessory dwelling unit permit has been issued. The covenant shall also require any owner of the property to notify a prospective buyer of the limitations of this section and to provide for the removal of improvements added to convert the premises to an accessory dwelling unit and the restoration of the site to a single-family dwelling in the event that any condition of approval is violated.

BE SURE TO BRING THIS CHECKLIST WITH YOU WHEN YOU SUBMIT THE APPLICATION MATERIALS. THE APPLICATION WILL NOT BE ACCEPTED AT THE COUNTER UNLESS ALL ITEMS ARE SUBMITTED.