

**SINGLE FAMILY
DETACHED UNIT (SFDU)
DEVELOPMENT
SUBMITTAL CHECKLIST**

Project Name: _____

Comprehensive Plan Designation: _____

Zoning: _____

Are you requesting a rezone? Yes or No

If yes, requested rezone to LDMR or MR

This checklist applies to single-family and duplex applications requesting site plan approval using the **Single Family Detached Unit (SFDU) process** under Chapter [30.41F](#) SCC. SFDUs are *not* subdivisions. If you wish to subdivide the property, please see other appropriate subdivision checklist.

Items on this checklist are required to determine a complete application per SCC [30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing. *If any item is not applicable, please add "N/A" and discuss the rationale as necessary within the narrative.*

This checklist must be submitted as part of the required application materials.

SECTION I: DOCUMENTS

A. Required Documents – These documents are ***always required*** for complete SFDU submittals. Any N/As written in this section of the checklist will result in the application not being accepted.

- ___ 1. **Master Land Use Permit Application** - This form is available at [this link](#).
- ___ 2. **Project Narrative** – See the Project Narrative Checklist in Section II for requirements, and the Project Narrative Guide in Section III for an example narrative.
- ___ 3. **Site Plan** - SFDU site plans can include one sheet or multiple sheets in a plan set, an administrative site plan for the SFDU must include the items identified on the Site Plan Checklist in Section III.
- ___ 4. **Landscaping Plan** to comply with Chapter [30.25](#) SCC. You may compile this in the same plan set or sheet as the Site Plan (with appropriate sheet titles) or it can be a stand-alone sheet. See Section IV for the Landscape Plan Checklist.
- ___ 5. **Preliminary Land Disturbance Activity Plans**
- ___ 6. **Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report**
- ___ 7. **Traffic Pre-Submittal Conference Review Form** – Include the signed form provided at the Traffic Pre-Submittal Conference. The form must be signed within the last 90 days. If more than 90 days has passed, contact the traffic reviewer for an updated signature.
- ___ 8. **Title Report** – The full title report shall list all owners and encumbrances on the subject property and provide copies of all referenced documents. The recorded documents shall be indexed.
- ___ 9. **Public Notice Payment Agreement**

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B. Additional Documents – These documents may be required depending on project details.

___ 1. **Preliminary Plan** – A site plan for a SFDU application may be finalized as a whole or in successive divisions or phases. When phasing is proposed, and all information required by Chapter [30.41F](#) SCC and this checklist is provided for only a portion of the entire site, a preliminary plan shall be submitted for the entire site concurrently with the first phase plan. If required, the preliminary plan shall include all of the following:

- Not applicable. The proposal will not be phased.
- General phasing plan for entire site.
- General vehicular circulation and access control plan for the entire site.
- General pedestrian circulation plan for the entire site.
- General landscape and open space plan for the entire site.

___ 2. **Traffic Documents** – Include all traffic documents identified on the Traffic Pre-Submittal Conference Review Form as necessary for the project.

Check all that apply.

- Traffic study
- Mitigation offers
- Other supporting documents
- A Transportation Demand Management (TDM) plan showing sidewalk and pedestrian connection or a written cash offer (SCC [30.66B.660\(1\)](#) and [DPW Rule 4228.040](#)).

___ 3. **Critical Area Study / Report** – Prepared by a qualified specialist to assess any streams, wetlands, or shorelines on-site or within 300 feet of the site. Must meet requirements of SCC [30.62A.130](#) and SCC [30.62A.140](#).

Pick one option.

- Not applicable. No critical areas present.
- Critical Areas and buffers already have protection in a recorded Critical Area Site Plan (CASP), Native Growth Protection Area (NGPA), or similar document. All proposed development is consistent with previously recorded protection. Provide copies of the recorded documents in lieu of a critical area study.
- A Critical Area Study is required and is included in the submittal package.

___ 4. **Habitat Management Plan (HMP)** – When development activities occur on a site containing a primary association with a critical species, an HMP is required in addition to the Critical Area Study (SCC [30.62A Part 400](#)).

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Pick one option.

- Not applicable. No critical species are present.
- The HMP is included as part of the Critical Areas Study.
- The submittal includes an HMP as a stand-alone document.

- ___ 5. **Geotechnical / Geological Report** – Prepared by a qualified engineer or geologist to assess any development activity or action requiring a permit within a geologic hazard area (erosion hazard area, landslide hazard area, or geologic fault). This may also be to address engineering issues related to constructed features

Check all that apply.

- Not applicable. No critical species are present.
- A geotechnical engineering report addressing geologic hazards is provided.
- A geotechnical engineering report addressing retaining walls, soil conditions related to vaults, or other constructed features is provided.

- ___ 6. **Hydrogeological Report** – See SCC [30.62C.140](#) for requirements. This may also be to address engineering issues related to constructed features.

Pick one option.

- Not applicable.
- A hydrogeological report is provided.

- ___ 7. **Deviation Request** – If requesting deviations from Snohomish County’s Engineering Design and Development Standards (EDDS), including a completed [EDDS Deviation Request form](#).

Pick one option.

- Does not apply to this project.
- A Deviation request is included.
- An early EDDS deviation request was submitted, approval, and is attached as a Supporting Document.

- ___ 8. **Landscape Modification Letter** – Applicants can request landscape modifications per SCC 30.25.040.

- ___ 9. **Building Elevations** – To demonstrate compliance with URDS (Chapter [30.23A](#) SCC), building elevations can be provided. Submittal of building elevations may be deferred to building permit application.

- ___ 10. **SEPA Environmental Checklist** – If applicable. See SCC [30.61.035](#) and [WAC 197-11-800](#) for possible exemptions.

- ___ 11. **Signing Authority** – If the vested owner is a corporation, provide documentation of signing authority on behalf of the corporation.

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C. Optional Documents – These documents are not required for a complete submittal, although they are required for eventual approvals. Providing them at submittal may expedite the overall review and approval process.

- ___ 1. **Preliminary Water and Sewer Availability Certificates**
- ___ 2. **School District Comments**
- ___ 3. **Any Supporting Documents** that may be helpful to explain or support your submittal.

SECTION II: PROJECT NARRATIVE CHECKLIST

This section provides a checklist for items that must be in a SFDU project narrative. In general, the narrative is a written description of the elements of a proposal. The narrative does not need to be written in the order of the checklist items. The content of the narrative will **not be verified at submittal**, but all applicable items are requested to be included. See Appendix A: Project Narrative Guide for an example narrative.

A. Basic Proposal Information

- ___ 1. List residential housing type(s) proposed (single-family, duplex, multifamily) and quantity.
- ___ 2. State the existing zoning, and proposed zoning if a rezone is requested with the SFDU development.
- ___ 3. State if the project will be phased.
- ___ 4. State the comprehensive plan designation of the site.
- ___ 5. Describe any unique elements, such as if setbacks are proposed to be reduced, existing building on-site are proposed to remain, or if there are limitations on height based on, for instance, the property's location within the Airport Compatibility Area.
- ___ 6. Describe any special circumstances or known exemptions that may impact the permit process.
- ___ 7. State if the applicant is requesting concurrent review of permits such as rezone or variance. Concurrent permits will require additional information to be submitted, for instance, see separate rezone and variance checklists.
- ___ 8. Provide a list of documents/reports included in the submittal.

B. Urban Residential Design Standards (URDS) – Describe how the SFDU proposal will comply with the requirements of Chapter [30.23A](#) SCC.

- ___ 1. If the gross density is greater than 7 units per acre, additional compatibility requirements may apply. Describe how the proposal will comply with SCC [30.23A.030](#).
- ___ 2. If proposing single family or duplex homes, describe compliance with the design standards of SCC [30.23A.040](#). The applicant may request that PDS defer its review for compliance with SCC [30.23A.040](#) to the building permit stage. If applying for multifamily dwelling units, describe compliance with the design standards of SCC [30.23A.060](#) (multifamily).

C. Access and Road Network (Chapter [30.24](#) SCC) – Describe the proposed or existing internal road network elements that will provide access to each dwelling unit, as well as pedestrian facilities.

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- D. **Landscaping** (Chapter [30.25](#) SCC) – Describe landscaping provisions not readily apparent on the landscaping plan.
- E. **Parking** (Chapter [30.26](#) SCC) – Describe where the required parking spaces will be located, the location of any guest parking, and state the total number of parking spaces proposed.

SECTION III: SITE PLAN CHECKLIST

This section provides a checklist for items that must be in a SFDU Site Plan. The site plan must be complete for PDS to accept the project application for review. The Site Plan can be composed of one sheet or multiple sheets in a plan set. If providing a plan set, please number and title each sheet to indicate that it is a part of one set. The site plan may be finalized as a whole or in successive divisions or phases. When phasing is proposed, and all information required by this section is provided for only a portion of the entire site, and a preliminary plan shall be submitted for the entire site concurrently with the first phase plan.

A. Plan Sheets – The following are required on all plan sheets:

- ___ 1. Project name
- ___ 2. Project file number (or placeholder for one when assigned)
- ___ 3. Sheet title, such as “Administrative Site Plan” or “Preliminary Plan” if a phased approach is proposed.
- ___ 4. Section, Township, Range
- ___ 5. Graphic scale clearly indicated on plan view (turn off all untitled viewports so that PDS can confirm the scale).
- ___ 6. North arrow
- ___ 7. Date of preparation

B. Cover Sheet – The cover sheet can be combined with other sheet(s) if all information is clear and legible. The majority of the information listed below should be provided textually on the plan sheet. This could be accomplished, for instance, within a table. It is important to note that much of this information is also required to be graphically displayed. For instance, the cover sheet must list the required and proposed on-site recreation space amounts, and the proposed conditions sheet should graphically display where the proposed on-site recreation space will be located.

- ___ 1. Vicinity map located in the top right hand corner
- ___ 2. Site address (if assigned)
- ___ 3. Tax account number(s) of the subject property and adjacent properties.
- ___ 4. Legal description(s) of the subject tax parcel(s).
- ___ 5. Sheet index (if submitting a plan set).
- ___ 6. Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers.
- ___ 7. Comprehensive plan designation of the site, and the designation of surrounding properties.
- ___ 8. Zoning designation of the site (existing and proposed if apply for concurrent rezone) and the zoning of surrounding properties.
- ___ 9. Utility providers

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- ___ 10. School District
- ___ 11. Fire District
- ___ 12. Total site area (acreage and square footage)
- ___ 13. Total number of dwelling unit proposed.
- ___ 14. Minimum net density calculation per SCC [30.23.020](#)
- ___ 15. Gross density calculations per SCC [30.23A.030](#).
- ___ 16. Maximum lot coverage allowed per SCC [30.23.032](#) and proposed lot coverage.
- ___ 17. Front (structure and covered parking), side, and rear setbacks.
- ___ 18. Number of parking spaces required and proposed. Separate totals for resident and guest parking.
- ___ 19. Required and proposed on-site recreation space pursuant to SCC [30.23A.080](#). Open space is not required if less than seven dwelling units are proposed.
- ___ 20. The amount of landscaped area required and proposed.
- ___ 21. The amount of tree canopy required and proposed.

C. Existing Conditions Sheet – Graphical information to be displayed:

- ___ 1. Display subject project boundaries and dimensions.
- ___ 2. Display and label all existing structures, fences, rockeries, driveways, septic tanks, drainfields, etc. Add a “TBR” to any feature that will be removed.
- ___ 3. Display existing topography at contour intervals of five feet or less.
- ___ 4. Label existing driveways, adjacent public roads, and the distance from the right-of-way centerline to front property line(s).
- ___ 5. Display all existing easements and lost Auditor File Numbers (AFNs).
- ___ 6. Display any known encroachments.
- ___ 7. Display location of existing fire hydrants.
- ___ 8. Display any off-site structures within 25 feet of the external property boundaries.

D. Proposed Conditions Sheet

- ___ 1. Building footprints or building envelopes labeled and numbered.
- ___ 2. On-site recreation space features.
- ___ 3. Proposed road network elements with dimensions and labeled as private or public.
- ___ 4. Right-of-way area(s) to be dedicated or deeded to the country.
- ___ 5. Proposed frontage improvements.
- ___ 6. Boundaries of required pedestrian facilities.
- ___ 7. Locations and dimensions of proposed off-street parking spaces number consecutively, including guest parking if applicable.
- ___ 8. For parking proposed inside of garages, provide garage detail that depicts parking areas free of obstructions (e.g. stairs, water heaters, and other supportive utilities). Each standard parking space must have a minimum dimension of 8.5 feet by 19 feet.
- ___ 9. Setback from property lines and road network elements.
- ___ 10. Building separation

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- 11. Perimeter landscaping areas (all perimeter landscape areas must be within an easement).
- 12. Clearing limits
- 13. Off-site structures within 25 feet of the external property boundaries.
- 14. Location of wetlands and fish wildlife habitat conservation areas and their buffers on or within 300 feet of the site.
- 15. Location of geologically hazardous areas on or within 200 feet of the site.
- 16. Location of existing or proposed CAPAs (including existing NGPA).
- 17. Location of proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults.
- 18. Natural drainage courses and probable alterations which will be necessary to handle the expected drainage from the proposal, and the general method proposed to comply with Chapter [30.63A](#) SCC.
- 19. Location of existing and proposed easements.
- 20. Location(s) of “No Parking – Fire Lane” signage or striping.
- 21. Location of proposed fire hydrants, if any

SECTION IV: LANDSCAPING PLAN CHECKLIST

This section provides a checklist for items that must be on the landscaping plans for a. Please note that for any proposed tree that does not have a 20-year canopy listed within the Snohomish County Tree List, submit 20-year canopy coverage estimates from a qualified landscape designer with documented annual growth rates for species height and width. The estimated 20-year canopy coverage may not exceed the mature canopy listed on the Snohomish County Tree List.

Landscaping Plans must comply with Chapter [30.25](#) SCC. You may compile these in the same plan set as the other plans (but number as appropriate) or they can be a stand-alone file.

A. General Information

- 1. Project name and project file number (or placeholder for one when assigned).
- 2. Sheet title, such as “Landscape Plan”.
- 3. Section, Township, Range.
- 4. Tax Account number(s) of the subject property.
- 5. Site address (if assigned).
- 6. Name and credentials of the qualified landscape designer who prepared plan.
- 7. Engineering scale.
- 8. North Arrow.
- 9. Date of preparation or revision,
- 10. An irrigation plan if irrigation is necessary or note indicating that proposed species do not required irrigation.
- 11. Clearing limits consistent with proposed or future land disturbing activities plans.
- 12. Perimeter landscape areas, if required, within an easement.
- 13. Location of on-site recreation space and the facilities for passive and active recreation.

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- ___ 14. Location of all proposed plantings including street trees. All proposed trees except for street trees must be planted a minimum of 5 feet from external subject property boundaries.
- ___ 15. Location of trees to be retained and associated trees protective fencing.
- ___ 16. Approximate location of any trees on adjoining properties that may be directly affected by proposed activities.
- ___ 17. If landscaping is chosen as a “compatibility” option under SCC [30.23A.030\(3\)](#), show the location of additional landscaping.
- ___ 18. If applicable, stormwater detention facility landscaping per SCC [30.25.023](#) and parking lot landscaping per SCC [30.25.022](#).

B. Planting Information

- ___ 1. Plant key that includes tree species, species type (evergreen or deciduous), if it is native, the 20-year canopy calculation, the height at planting, diameter at planting if deciduous, the quantity to plant, and the total 20-year tree canopy of that species. All trees must be a minimum of 6 feet in height at planting. A plant key shall also be provided for shrubs.
- ___ 2. For retained tree canopy measured through a tree survey, provide a separate plant key. Each existing tree to be retained shall be numbered in the plant key and this shall be matched to the tree location on the face of the plan. The tree species, taxonomic family, and species type (evergreen/deciduous) will be listed along with if the tree is a native species. The existing average canopy radius, average canopy calculation ($CA=\pi r^2$), existing canopy bonus, and total existing tree canopy area for each tree to be retained shall also be listed. Any applicable canopy credits shall also be listed.
- ___ 3. For retained tree canopy measured through an aerial estimation, provide an aerial image with the existing canopy labeled and amount totaled.

C. Calculation

- ___ 1. Proposed and required landscaping. A minimum of 10 percent of the gross site area must be landscaped (SCC [30.25.015\(1\)](#)).
- ___ 2. Proposed and required 20-year tree canopy. With existing versus proposed canopy differentiated.
- ___ 3. Total percentage of evergreen species, percentage from one species, and percentage from one family proposed to be planted on site to demonstrate compliance with SCC [30.25.015](#).
- ___ 4. Proposed and required open space and active recreation space.

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.

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Appendix A: Project Narrative Guide

Project narratives help PDS understand the proposal. Narratives include key facts and describe choices made by the Applicant when there is more than one way to comply with requirements. It is also a chance for an applicant to explain special circumstances.

Example Project Narrative:

Basic Project Information: Acacia Place is for a proposal for six-unit Single-Family Detached Unit (SFDU) development with five buildings (4 detached units, plus 2 units in one duplex building). The site is 0.58 acres made up of parcels 01234567890100 and 01234567890101. An existing house on parcel -100 will remain as Unit 2. We will apply to demolish the house on parcel -101 after site plan approval. A new drive aisle will provide access to units and connect to Maple Avenue. Zoning of the site is currently R-8400. We are proposing a rezone to LDMR in a concurrent rezone application. The landscaping plans include a table showing the 20-year tree canopy calculations.

Urban Residential Design Standards (URDS): Building designs are not yet available, so we are requesting to defer review of building elevations to the building permit stage. For the site design, the project is proposing 10.3 units per gross acre. Since the density is greater than 7 units/acre, and the property to the south has R-9600 zoning and an Urban Low Density Residential plan designation, additional compatibility measures are required under SCC 30.23A.030(2). Therefore, we are proposing increased building setbacks on the south property line of 20 feet. All other adjacent property has an Urban Medium Density Residential plan designation, so no further additional compatibility measures are required.

Bulk Regulations: The height of the new units will all be 30 feet or less. Maximum lot coverage is 30% and building envelopes on the site plan would result in a 29.8% lot coverage. There are no critical areas onsite, so the net density is the same as the gross density (10.3 units/acre), which exceeds the minimum net density of four units/net acre.

Access, Road Network, and Parking. All units will connect to the new drive aisle. Applicant will be deeding five feet of right-of-way during construction to accommodate the required frontage improvements on Maple Avenue. There are no issues requiring an EDDS deviation. Each unit will have a two-car garage and guest parking on the driveway between the garage and the drive aisle. This meets the requirement for a total of 12 dedicated parking places. The six guest parking stalls provided exceeds the two guest parking stalls required.