



Application Checklist for Land Use Review

LAND DIVISION

THIS CHECKLIST MUST BE SUBMITTED ALONG WITH YOUR APPLICATION

DATE APPLICATION RECEIVED

Following are the items that typically comprise a complete application for land use review of land division proposals. In some cases more information is needed, and in other cases the Director may waive items that are not necessary to determine compliance with land use codes. The requirements for particular types of applications are reviewed during pre-application conferences. Please note that processing of applications generally does not begin until all required components of an application are submitted and the application is deemed "complete". If an application is not determined to be complete within 28 days of receipt it will be returned to the applicant. [Note: For a copy of the County Code see www.mrsc.org (Legal Resources)].

Req'd Provided

General Requirements

- 1. Completed application form with name, address and signature of all property owners. If the person signing the application is not the owner, a notarized statement signed by all owners is required indicating that a) the application is submitted with their consent, and b) identifying their agent.
- 2. Legal description of the site.
- 3. Completed SEPA environmental checklist.
- 4. Fees per adopted fee schedule (<http://www.sanjuanco.com/permitcenter/ApplicationForms.aspx>).
- 5. Evidence of available and adequate water supply as required by SJCC Title 8 and 18.60.020.
- 6. Evidence of sewer availability or septic approval as required by SJCC Title 8 and 18.60.030.
- 7. Clearing, grading and stormwater management plan meeting the requirements of SJCC 18.60.060 and .070 (and for Eastsound, SJCC 16.55.300.G). Note: All projects must meet these standards regardless of whether plan review is required.
- 8. If stormwater will be directed or discharged to a County maintained road or ditch, approval from the County Engineer (SJCC 18.60.060).
- 9. For driveway approaches onto public roads, approval from the County engineer (SJCC 18.60.080-100).
- 10. For commercial, industrial, public, and institutional facilities, a narrative or plans showing compliance with fire hydrant requirements (SJCC 13.08).
- 11. For projects requiring notification of neighbors, names and addresses of property owners within 300 feet of the boundaries of the subject property (SJCC 18.80.020.C.9).
- 12. Narrative description of surrounding land uses.
- 13. Critical area reports (SJCC 18.30.110-160).
- 14. Plans showing required pedestrian pathways and sidewalks or approved agreement for future installation (SJCC 18.60.110 and for Eastsound, SJCC 16.55.130).

- 15. Narrative and/or other information showing how utilities will comply with land use codes (SJCC 18.60.150 & 170; for Eastsound SJCC 16.55.140.C & 16.55.300.H).
- 16. For sites with archeological artifacts, an evaluation and recommendations from a qualified archeologist. (SJCC 18.60.210; Chapter 27.44 and 27.53 RCW; and Chapter 25-48 WAC.)
- 17. Small copy of site plan (maximum 8 ½ inch by 14 inch paper). See below for content.
- 18. A site plan at a scale no smaller than 1" = 40' for parcels over one acre in area or 1" = 20' for parcels 1 acre or smaller, with the following:
 - a. Compass direction and scale.
 - b. Corner grades and existing contours of topography at twenty-foot contour intervals (Note: 5 or 10 ft. contours may be necessary for some projects).
 - c. Existing and proposed development and use areas.
 - d. Existing and proposed easements with recording numbers.
 - e. Existing structures and significant features on subject and adjacent properties.
 - f. Driveways, property lines, and adjoining streets with sufficient detail on driveway approaches and roads to show compliance with SJCC 18.60.080.-100.
 - g. Location and dimensions of existing and proposed improvements on public rights-of-way, such as roads, sidewalks, curbs, parking, and street trees.
 - h. Existing and proposed grades and volume of excavation and/or fill.
 - i. Location of ditches, drainageways and existing and proposed stormwater management improvements.
 - j. Location of existing and proposed utilities.
 - k. Parking spaces including handicap accessible spaces meeting State and Federal requirements (SJCC 18.60.120 and 130; for Eastsound SJCC 16.55.300.B and C).
 - l. For non-residential structures over 10,000 s.f. gross floor area, off street loading area meeting SJCC 18.60.140.
 - m. Proposed landscaping.
 - n. Critical Areas (geologically hazardous and frequently flooded areas; wetlands; fish and wildlife habitat conservation areas). Note: ALL of San Juan County is designated a Critical Aquifer Recharge Area (SJCC 18.30.110-160).
 - o. Proposed outdoor storage areas (SJCC 18.40.320).
 - p. FEMA areas of special flood hazard.
 - q. Title block with the project name and address, tax parcel number, and the name/address/phone/e-mail of the person preparing drawing.

Following are additional requirements for land divisions and development in areas of the County governed by overlay districts, interim controls, activity center plans, subarea plans, resort master plans, or the shoreline regulations. These more specific regulations apply in addition to the general regulations of the Unified Development Code (SJCC Title 18). If there is a conflict between codes, in general the more restrictive controls (though in some cases according to the code, the more specific controls).

Additional Eastsound Requirements

- 19. Plans showing conformance with streetscape standards or agreement approved by Public Works for future installation of curbs, gutters, sidewalks and street trees (SJCC 16.55.130).
- 20. Plans and documents showing compliance with UGA requirements (SJCC 18.60.240).
- 21. Square footage of proposed use areas (including that within structures, parking areas, driveways, walkways and outdoor storage areas).

Additional Lopez Village Requirements

- 22. Plans and documents showing compliance with Lopez Village and Lopez marine center LAMIRD requirements (SJCC 18.60.210).

23. Plans and documents showing compliance with UGA requirements (SJCC 18.60.240).

Additional Requirements for other areas with overlay districts; interim controls; activity center plans; subarea plans; or resort master plans [Country Corner (Orcas), Deer Harbor Hamlet, Doe Bay, Olga Hamlet, Orcas Village, Roche Harbor, Rosario Resort, San Juan County Fairgrounds, Shaw, Waldron, Westsound]

24. _____
25. _____
26. _____

Additional Shoreline Requirements

27. If development, removal of substantial amounts of vegetation, or alteration of natural site characteristics is proposed below the base flood elevation as determined by the Corps of Engineers, a fisheries habitat assessment is required and the project must conform to the September 22, 2008 FEMA biological opinion (NMFS tracking no. 2006-00472). This assessment must be prepared by a qualified professional and conform to *Floodplain Habitat Assessment and Mitigation, Regional Guidance for the Puget Sound Basin, 2013, FEMA Region 10*. (Exception: If the Corps of Engineers conducts an assessment of the entire project for compliance with the requirements.)
28. Hydraulic Project Approval (HPA) from WA Dept. of Fish and Wildlife. (Note: This requires submitting a JARPA form to WA Dept. of Fish and Wildlife, available at www.epermitting.wa.gov.)
29. Tree Removal Plan (for land divisions and residential development). If trees are to be removed beyond those required to construct a single-family residence, a tree removal plan must be submitted, that:
- a. Identifies the proposed building areas along with driveways, view and solar access corridors; and
 - b. Demonstrates how existing natural screening will be retained while providing for construction, views, and sunlight.
- Note: Removal of trees smaller than three inches in diameter, as measured four feet above grade, is not restricted unless there is evidence that the shoreline is unstable.
30. Plat or plan showing required common area and associated access easements (for land divisions, multiple-unit, and multifamily developments).
31. For subdivisions within shoreline jurisdiction, standards for care and maintenance of shoreline common areas.

Additional Requirements for Land Divisions

Boundary Line Modifications

32. Property owner information for each lot.
33. Acknowledgment page with signatures of all affected property owners.
34. Map page, certified by the property owner(s) or surveyor, drawn to an engineering scale, with a north arrow, and including the following information where applicable:
- a. Dashed lines for current boundaries and solid lines for proposed new lot lines.
 - b. Legal descriptions for each new parcel.
 - c. Adjacent streets with names.
 - d. Existing or proposed easements for access, drainage, utilities, or sensitive areas.
 - e. Existing structures and approximate distances to property lines.

- f. Existing wells, septic tanks and/or drainfields and approximate distances to property lines.
- g. Identifying parcels as Lot A, Lot B, and so on, unless otherwise approved by the director.

- 35. Assessor's maps.
- 36. Documentation that each parcel affected is in compliance with any usable construction area requirement (SJCC 18.70.060 (B)).

Simple Land Divisions

- 37. Property owner information for each lot.
- 38. Map page, certified by the property owner or surveyor, drawn to an engineering scale with a north arrow and including the following information:
 - a. Dashed lines for current boundaries and solid lines for proposed new lot lines.
 - b. Legal description of each new parcel.
 - c. Adjacent streets with names.
 - d. Existing or proposed easements for access, drainage, utilities, or sensitive areas.
 - e. Existing structures and approximate distances to property lines.
 - f. Existing wells, septic tanks, and/or drainfields, and approximate distances to property lines.
 - g. Parcels identified as Lot A, Lot B, and so on, unless otherwise approved by the director.
 - h. Existing and proposed access easements.
 - i. Areas proposed as non-building open space area(s) according to SJCC 18.70.060 (B)(10).
- 39. Area Calculations. The gross parcel area from the GIS legal-parcel map in effect at the date of application of the simple land division may be used to establish the required lot area, unless a recorded survey shows otherwise.
- 40. Documentation of water availability and adequacy for each parcel meeting the requirements of SJCC 18.60.020.
- 41. Documentation that each affected parcel meets the sewage disposal requirements of SJCC 18.60.030, including a sewer availability letter for vacant lots to be served by public sewer.
- 42. Documentation that each parcel affected is in compliance with any applicable usable construction area requirement (SJCC 18.70.060 (B)).
- 43. Statement of disclosure.

Subdivisions and Short Subdivisions

- 44. Property owner information for each lot.
- 45. 4 copies of subdivision vicinity maps, plat, road plans and other maps.
- 46. Health and Community Services Department approval of available and adequate potable water (this may or may not require the drilling of a well prior to preliminary plat approval), and evidence of compliance with fire hydrant requirements (SJCC 13.08).
- 47. Letter of approval of sewage disposal method from San Juan County Health and Community Services Department.
- 48. Fire marshal approval.
- 49. Clearing, grading and stormwater management plans meeting the requirements of SJCC 18.60.060 and 070.
- 50. Title report.

- 51. For lots in urban growth areas or activity centers which are proposed to be served by on-site or community sewage systems and/or group-B water systems or private wells, certificate of future connection from the sewer and/or water purveyor for the area.
- 52. A description of the phasing of the land division, if proposed.
- 53. Documents and/or plans adequate to show compliance with any concurrency requirements.
- 54. Documents and/or plans showing infrastructure capacity improvements or alternatives proposed to be funded by the applicant.
- 55. Soil test hole log.
- 56. Data on wells within the vicinity of the proposed subdivision, the well test hole log, and other data required by the Health and Community Services Department.
- 57. Description of how the subdivision meets the requirements of SJCC 18.60.230 through 18.60.250, where applicable.
- 58. Planned unit development (PUD) application, if required.
- 59. For Agriculture Resource lands in the San Juan Valley using the allowed density bonus, plans showing compliance with SJCC 18.70.60.B.10.
- 60. Preliminary plat meeting the requirements of SJCC 18.70.050.C.2; or final plat meeting requirements of SJCC 18.70.070.F.2.

Other

- _____
- _____
- _____

Date application determined to be complete: _____

Planner's signature: _____