

LAND USE APPLICATION



Type I Permit

COMMUNITY & ECONOMIC DEVELOPMENT

18204 59 Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

PERMIT TYPE

☐ Administrative Code Interpretation	☐ Commercial / Industrial Development	☐ Lot Split
☐ Administrative Conditional Use	☐ Cottage Housing (< 30 units)	☐ Mixed Use Development (< 30 units/ < 30,000sf)
☐ Adult Family Home Conversion	☐ Design Review	☐ Master Sign Program
☐ Boundary Line Adjustment	☐ Final Subdivision	☐ Multi-family Development (< 30 units)
☐ Critical Areas Evaluation	☐ Final Unit Lot Subdivision	☐ Shoreline Exemption
☐ Critical Area Protection Easement	☐ Lot Consolidation	☐ Other: _____

SITE INFORMATION

Site Address (Use block # if no bldg. #)		Tax Parcel ID Number(s)	
Site Area (SF & Acres)		Zoning Classification	
Water Supply Source (Well, City of Arlington, Etc.)	Current	Proposed	
Sewer Source (Septic, City of Arlington, Etc.)	Current	Proposed	
Existing Use of Property			

PROJECT CONTACTS & CONSULTANTS

	Name, Business Name	Address	Phone Number	Email
Owner				
Applicant				
Architect				
Engineer				
Surveyor				

Relationship of Applicant to Property	☐ Owner	☐ Authorized Agent	☐ Lease
	☐ Contract Purchaser	☐ Contract Purchaser	☐ Other: _____

PROJECT DETAILS			
Project Name		Proposed Use Classification	
Total Number of Existing Buildings		Total Number of Proposed Buildings	
Existing Building Area (Square Feet)		Proposed Building Area (Square Feet)	
Project Description (Overview – Utilize narrative to provide further details):			
SPECIAL QUESTIONS/SUPPLEMENTAL MATERIALS			
Please note, marking “yes” to any of these may require a Type II Permit Application if Public Noticing will be required. Contact our office with any questions regarding which application is appropriate.			
Critical Areas within 300ft of project site?	☐ Yes ☐ No	If yes, have the necessary supplemental applications/documents been submitted concurrently?	☐ Yes ☐ No ☐ N/A
Within Shoreline Jurisdiction?	☐ Yes ☐ No	If yes, have the necessary supplemental applications/documents been submitted concurrently?	☐ Yes ☐ No ☐ N/A
Will any significant trees be removed?	☐ Yes ☐ No	If yes, have the necessary supplemental applications/documents been submitted concurrently?	☐ Yes ☒ No ☐ N/A
Within Floodplain or Special Flood Hazard Area?	☐ Yes ☐ No	If yes, have the necessary supplemental applications/documents been submitted concurrently?	☐ Yes ☐ No ☐ N/A
Exceed SEPA Exemption Thresholds?	☐ Yes ☐ No	If yes, have the necessary supplemental applications/documents been submitted concurrently?	☐ Yes ☐ No ☐ N/A
Is Design Review required or requested?	☐ Yes ☐ No	If yes, have the necessary supplemental applications/documents been submitted concurrently?	☐ Yes ☐ No ☐ N/A
Explain any special circumstances or reason necessary permits may not have been submitted for or obtained, as applicable			

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Arlington Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED at _____, Washington on this date: _____

Applicant’s Signature: _____

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED at _____, Washington on this date: _____

Owner’s Signature: _____

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

Name	Signature	Address	Phone



City of Arlington

18204 59th Avenue NE
Arlington, Washington 98223
(360) 403-3551

Land Division Permit – Submittal Requirements

- Indicates the item is required for submittal
- • Indicates the item shall, upon request, be required for submittal

Submittal Requirements	Complete Submittal Item?			Binding Site Plan	Boundary Line Adjustment / Lot Line Elimination	Final Subdivision	Preliminary Subdivision	Preliminary Short Subdivision
	Yes	No	N/A					
General Application:								
Land Use Application Form & Submittal Checklists	☐	☐	☐	➤	➤	➤	➤	➤
Water/Sewer Availability Application ¹	☐	☐	☐	➤			➤	➤
Project Narrative	☐	☐	☐	➤	➤	➤	➤	➤
Legal Description	☐	☐	☐	➤	➤	➤	➤	➤
Vicinity Map	☐	☐	☐	➤	➤	➤	➤	➤
Title Report/Certificate (< 30 days old)	☐	☐	☐	➤	➤	➤		
Lot Closures	☐	☐	☐	➤	➤	➤		
C.C. & Rs	☐	☐	☐	➤		➤		
Public Notice Materials ²	☐	☐	☐	➤			➤	➤
Review Fee ³	☐	☐	☐	➤	➤	➤	➤	➤
Site Plans:								
Subdivision or BLA Plan ⁴ (For Recording 18” x 24”)	☐	☐	☐	➤	➤	➤	➤	➤
Landscape Plan ⁴	☐	☐	☐	➤			➤	➤
Tree Survey Plan ⁴	☐	☐	☐	➤			➤	➤
Environmental information:								
SEPA Checklist ⁵	☐	☐	☐	➤			➤	➤
Cascade Industrial Center Modified SEPA Checklist ⁶	☐	☐	☐	●	●	●	●	●
Critical Areas Evaluation ⁷	☐	☐	☐	➤			➤	➤
Archaeology / Cultural Report ⁸	☐	☐	☐	●	●	●	●	●
Unanticipated Discovery Plan	☐	☐	☐	➤	➤	➤	➤	➤

Land Division Permit – Submittal Requirements								
Submittal Requirements	Complete Submittal Item?			Binding Site Plan (Major or Short)	Boundary Line Adjustment	Final Plat (Major, Short & Unit Lot)	Preliminary Plat (Major & Unit Lot)	Preliminary Plat (Short & Unit Lot)
	Yes	No	N/A					
Engineering Reports / Information:								
Drainage Report	☐	☐	☐	➤			➤	➤
Geotechnical Report	☐	☐	☐	➤			➤	➤
Complete Streets Checklist	☐	☐	☐	➤			➤	➤
Traffic Impact Analysis	☐	☐	☐	➤			➤	➤
Transportation Demand Management Plan	☐	☐	☐	•			•	•
Parking Demand Management Plan	☐	☐	☐	•			•	•
Snohomish County Traffic Impact Fee Offer Worksheet ⁹	☐	☐	☐	➤			➤	➤
WSDOT Traffic Impact Fee Offer Worksheet ¹⁰	☐	☐	☐	•			•	•
Grading and Clearing Plan ¹¹	☐	☐	☐	➤			➤	➤
Road and Drainage Plans ¹¹	☐	☐	☐	➤			➤	➤
TESCP (Erosion Control Plan)	☐	☐	☐	➤			➤	➤
Topography ¹⁰ (Existing Conditions)	☐	☐	☐	➤			➤	➤
Water / Sewer / Utility Plans ¹¹	☐	☐	☐	➤	➤	➤	➤	➤
Before Final Plat or Final Approval:								
Deeds/Easements/Conveyances/Dedications	☐	☐	☐	➤		➤		
As-Built Plans ¹¹	☐	☐	☐			➤		
Sureties / Bonds ¹²	☐	☐	☐	➤		➤		
Electronic CAD As-Built Plans	☐	☐	☐			➤		
Record at Snohomish County Auditor's Office	☐	☐	☐	➤	➤	➤		
Conformed Recorded Copy Returned to City	☐	☐	☐	➤	➤	➤		
NOTES:								
1.	Water / Sewer Availability shall be submitted with or prior to application submittal.							
2.	See Public Notice Materials Requirements							
3.	See the City of Arlington Adopted Fee Schedule.							
4.	See Subdivision Site Plan Requirements.							
5.	See the SEPA Checklist Requirements for Categorical Exemption Thresholds. If not exempt, then required.							
6.	All projects within the Cascade Industrial Center shall submit the CIC Modified SEPA Checklist. Public Notice Material is not required, as no Public Noticing is required with this checklist.							
7.	See Critical Areas Evaluation to determine the type of report required.							
8.	An Archaeological or Cultural Report may be waived by the reviewing agency or if previously completed for the specified site							
9.	See Snohomish County Traffic Impact Fee Offer Worksheet and required if the project is subject to SEPA.							
10.	See WSDOT Traffic Impact Fee Offer Worksheet and required if the project subject to SEPA or requested.							
11.	See Engineering Plan Requirements for Grading, Clearing, Road, Drainage, Topography, Utilities, and As-Built							
	See Sureties / Bonds Requirements.							
12.	All supplemental forms, checklists or requirements can be found at http://www.arlingtonwa.gov/269/Applications-Forms							