



CHECKLIST FOR A MAJOR/MINOR CONDITIONAL USE PERMIT – SMC 18.60

**** It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the Department of Community and Economic Development. *****

☐ **Application Required.** All applications for a short subdivision shall be received through the online portal and shall include the requirements of this checklist.

***Please include the notes that were provided from your preapplication conference with this application.**

- ☐ Title report or other proof of ownership.
- ☐ Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 & 18.80).
- ☐ Preliminary Stormwater Drainage Plans, prepared consistent with SMC Title 13 requirements.
- ☐ Estimated quantities of fill exported and imported to the site.
- ☐ Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways, or other water courses on or within 200' of the proposed project.
- ☐ Location, extent, and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- ☒ Adjacent property owners list for all properties located within a 300' radius obtained from the Clallam County Assessor's Office.
- ☐ A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500' of the subject property, and including a North arrow.
- ☐ Copies of any existing and/or proposed deed restrictions or covenants.
- ☐ Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc).

- ☐ Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- ☐ Preliminary landscaping plans.
- ☐ Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to evaluate the application fully.
- ☐ A description of how parking requirements will be met.
- ☐ Preliminary road plans including plan, sections, and profiles.
- ☐ Preliminary phasing plan, if proposed.
- ☐ A site map, prepared by a Washington State licensed and registered land surveyor, drawn at a horizontal scale of 50' or fewer to the inch, depicting the following items:
 - The name of the project.
 - Legal Description of the entire parcel.
 - Date, scale, North arrow.
 - Boundary lines, right of way for streets, private or public easements and their purpose, and property lines of lots.
 - Location of all open spaces.
 - Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
 - Street (right of way) widths and names.
 - Lot acreage, dimensions, and lot numbers.

*****The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. *****