



LAND USE APPLICATION

- ☐ Major Site Plan ☐ Minor Site Plan ☐ Modification
☐ Conditional Use Permit ☐ SEPA Checklist ☐ Other _____

Project Name: _____

Project Address: _____ Parcel Number(s): _____

Brief Description of Project: _____

Total Site Size (acre/sf): _____ Proposed Use: _____

Land Use/Zoning Designation: _____ Critical areas on or within 150': ☐ Yes ☐ No

Applicant Name: _____

Representative
(if different): _____

Address: _____

Phone: _____ Email: _____
Please send invoices to: _____

Address: _____ Email: _____

Property Owners
(if different): _____

Phone: _____ Email: _____

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- See MMC 17.62 Site Plans for additional code requirements
 - See MMC 17.64 Conditional Use Permits for additional code requirements
 - See Adopted Fee Schedule for permit fees

Approval Criteria

For Site Plans: Please provide a document with the following information.

1. Describe history of the property.
2. List existing buildings and land uses present on site.
3. Describe existing land uses on adjoining properties (North, East, South, West).
4. Detail how the site is of adequate size to accommodate the proposed use, including, but not limited to, parking, traffic circulation, and buffers from adjacent properties?
5. Detail how noise and pollution impacts are buffered and mitigated.
6. Detail how all the external lighting is designed to provide the minimum light necessary to ensure adequate vision and comfort and meet the requirements of MMC 17.62.050.C.
 - a. Reduces glare or direct illumination on adjacent properties or streets by facing inward and downward;
 - b. Reduces light pollution by using cut-off fixtures as defined by Illuminating Engineer Society of North America (IESNA);
 - c. Does not exceed a maximum mounting height of 20 feet; and
 - d. Prioritizes pedestrian-scale lighting on walkways, entrances, and other areas used by pedestrians.
7. Detail how the parking areas are designed to reduce headlight glare associated with internal traffic from affecting adjacent streets through design and screening.
8. Detail how pedestrian connections are designed to provide safe, continuous, unobstructed, and reasonably direct routes between entrances and streets, parking lots, etc. Safe pedestrian connections include raised paths, striping, and similar techniques.
9. Detail the bicycle storage racks, lockers, and other supporting furnishings provided.
10. Demonstrate that on-site drainage is in compliance with Chapter 13.26 MMC.
11. Demonstrate that there is adequate sight distance at each proposed point of access to the site to assure traffic safety.
12. Detail the solid visual and noise barrier composed of fencing and/or landscaping separating the property from adjacent residential uses.
13. Detail how the site plan is consistent with the policies set forth in the state's Growth Management Act and the city's comprehensive plan. See <https://www.cityofmilton.net/220/Comprehensive-Plan>
14. Detail how you've ensured the site plan complies with all applicable city development regulations including, but not limited to, all regulations found in MMC Titles 13, 16, 17 and 18.

For CUP: Please provide a document with the following information.

15. How is the granting of the proposed conditional use:
 - a. Consistent with the city's comprehensive plan;
 - b. Consistent with the policies set forth in the state's Growth Management Act; and
 - c. Consistent with the level of service standards for public facilities and services in accordance with concurrency management requirements.
16. How will the granting of the proposed conditional use permit not be:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Would not be consistent with design criteria and standards;
 - c. Adversely affect the established character and planned character of the surrounding vicinity;
 - d. Be injurious to the uses, planned uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located; and
 - e. Introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties.

SUBMITTAL CHECKLIST

For all applications

- ☐ Application
- ☐ Pre-application summary letter (*if applicable*)
- ☐ Proof of ownership
- ☐ Legal Description
- ☐ Certificate of Power Availability
- ☐ Certificate of Water Availability
- ☐ Proof of Sewer Review Submission
- ☐ Proposed Site Plan
- ☐ Critical Areas Report (if within 150' of CA)
- ☐ Postage: Check with Staff for amount

Confirm with staff

- ☐ Title Report/Plat certificate (*updated within 60 days*)
- ☐ Survey
- ☐ Proposed Stormwater Plan
- ☐ Draft Elevations
- ☐ Environmental Checklist
- ☐ Cultural Resource Assessment
- ☐ Traffic Impact Assessment
- ☐ Proposed Landscaping Plan
- ☐ Proposed Lighting Plan
- ☐ Installation and Maintenance Agreements with Sureties
- ☐ Additional information as required

Digital Submission Preferred: Send Application to permits@cityofMilton.net. Once received we will send you the link and instructions to upload submittals. Other items may be requested.

CERTIFICATION

I, the undersigned, hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Milton, pursuant to the provision of the Milton Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. I acknowledge that if the City needs to obtain the services of an expert third party to review any technical information regarding my proposal, that I shall be responsible for any financial costs of said third party review.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: _____ Date _____

Signature of Owner(*or authorized agent*): _____ Date: _____

Proposed Site Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- North arrow and bar scale.
- All property boundary lines and dimensions within 150 feet of subject site (on both sides of street).
- Footprint of existing and proposed structures (example: house, barn, shop, shed, etc.) including dimensions from property lines. Label each structure and include gross area.
- Easements or Rights-of-Way.
- Location of all existing and proposed utilities.
- Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per MMC Chapter 18.16, "Critical Areas".
- Arrows showing direction of slope(s). Assume an elevation of 100 feet at one lot corner and indicate the other lot corner elevations to it.
- Areas to be cleared, graded, excavated, or otherwise disturbed.

Proposed Stormwater Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- North arrow and bar scale.
- Preliminary storm drainage system in accordance with the 2019 Department of Ecology Stormwater Management Manual for Western Washington .
- Total existing and proposed impervious surface area.

Proposed Landscape Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- Irrigation plan prepared by a registered landscape architect or irrigation.
- North arrow and bar scale.
- Specific location, type, size, and number of trees to remain and to be removed.
- Identify replacement ratio and placement for removal of significant trees
- Plant schedule with the scientific name, common name, size, spacing, and quantity of each.
- Natural or manmade water features or bodies.
- Existing or proposed fences and retaining walls.
- Critical lands and associated buffers, and designated recreational open space areas.
- Specific location, square footage calculations, and total square footage of each parking lot landscape island
- Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment.
- Specific location of street trees in the right-of-way.
- Identify the three low impact elements required per MMC 17.44.110(F) and (J).

Proposed Lighting Plan Requirements

- Property lines of all properties within 150 feet of subject property.
- Location and label specification of all exterior luminaires light fixtures.
- Lumen values, mounting heights, shielding, and directionality.