



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

CONDITIONAL USE

Submit your application online at www.MyBuildingPermit.com.

Select Application Type: Land Use > Any Project Type > Use Approval > Conditional Use

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This submittal checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted. Acceptance of an application does not guarantee completeness. The City may take up to 28 days to make a completeness determination.

Development Services permit application requirements per BMC 11.06.002 and 12.28.030

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

Applicant

Staff

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| ☐ A property and/or legal description of the subject property | ☐ |
| ☐ A Title Report prepared by a licensed Title Insurance Agency | ☐ |
| ☐ Bill To Form (Development Review Billing, Form D) | ☐ |
| ☐ Application fee due at submittal: see Land Use and Planning Fees form C | ☐ |
| ☐ Evidence of adequate water and sewer availability (Water and Sewer Certificate of Availability). If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability . You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and sewer availability and provide this with your application. | ☐ |
| ☐ An application for traffic concurrency – form 39 | ☐ |
| ☐ An analysis detailing how the proposal is consistent with the criteria for approval as contained in BMC 12.28.040 | ☐ |
| ☐ Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property. | ☐ |

Application requirements per [12.28.030](#)

Applicant

Staff

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| ☐ Vicinity map | ☐ |
| ☐ Site plan depicting proposed and existing improvements on the property. The site plan shall contain the following information: | ☐ |
| ☐ • Dimensions and shape of the lot, and street names; | ☐ |
| ☐ • Location and dimensions of existing and proposed building including setbacks; | ☐ |
| ☐ • Circulation. Adjacent street improvements, curb cut locations for ingress and egress, parking layout in accordance with BMC 12.16 | ☐ |
| ☐ • Existing watercourses, critical areas, utility lines, easements, deed restrictions, structures, rockeries, and other manmade or natural features restricting use of the subject property; | ☐ |
| ☐ • Preliminary grading plan depicting proposed and existing grades at five-foot contours if grading is proposed in conjunction with proposed use; and | ☐ |
| ☐ • Storm drainage, sidewalks and exterior lighting | ☐ |

Additional Requirements:

Applicant

Staff

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| ☐ Notes and determinations from the pre-application conference. | ☐ |
| ☐ Letter citing specific Comprehensive Plan policies and demonstrating the project's consistency with those policies. | ☐ |

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| ☐ | A legal description of the property boundary and dimensions of all proposed lots. | ☐ |
| ☐ | Landscape and irrigation plan(s) at a scale of 1 inch equals 20 feet, or as otherwise approved by the Community Development and Public Works Director, to include the following: | ☐ |
| ☐ | ▪ Stamp by licensed Landscape Architect or Washington State Certified Nurseryman; | ☐ |
| ☐ | ▪ Proposed plants identified by either botanical or common names, and either caliper (deciduous trees), height (shrubs and coniferous trees), or container size (ground covers); | ☐ |
| ☐ | ▪ Location, size, species and drip lines of all existing healthy trees over eight inches in caliper measured four feet above grade | ☐ |
| ☐ | ▪ Trees and other vegetation to be retained consistent with BMC 12.18.030; | ☐ |
| ☐ | ▪ Description of protection techniques to be utilized during construction for retained vegetation | ☐ |
| ☐ | Building elevations showing 2 facades at a scale of 1/8"=1 foot | ☐ |
| ☐ | Preliminary drainage report. | ☐ |
| ☐ | <i>Unless exempt, submit SEPA Checklist</i> with necessary information for review of environmental impacts, in accordance with BMC Title 14.02, Environment. | ☐ |

If any changes to utilities or roadways are proposed the following information is required:

- | Applicant | | Staff |
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| ☐ | Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades | ☐ |
| ☐ | Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines | ☐ |
| ☐ | Road width and turning radii | ☐ |
| ☐ | Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated | ☐ |

If there are any of the following Critical Areas located on or adjacent to the area to be altered, the following are required and subject to BMC Title 14:

- | Applicant | | Staff |
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| ☐ | A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property) | ☐ |
| ☐ | A Stream Delineation and Assessment Study (if streams located on or adjacent to the subject property) | ☐ |
| ☐ | A Geological Hazards Report (Soils Report) (if steep slopes present on subject property) | ☐ |
| ☐ | An Aquifer recharge special report prepared by a Geologist (if aquifer recharge occurs on the adjacent to the subject property) | ☐ |
| ☐ | A special flood report prepared by a licensed engineer, (If the site within a Frequently flooded area) | ☐ |
| ☐ | A Wildlife Inventory\Study (if site contains endangered, threatened, or sensitive species) | ☐ |

The applicant is responsible for all notification (posting, mailing and other methods) as required by Title 11, Administration of Development Regulations.

Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

The Community Development and Public Works Director may waive specific submittal requirements determined to be unnecessary for review of the application.

NOTE:

Other items may be required to be submitted for a Conditional Use Permit Application to be consistent with the Bothell Municipal Code.