



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Application Submittal Checklist for Land Use Review

Following are the items that typically comprise a complete application for project permits and land use review of development proposals. Requirements do however vary depending on the site and the type of application. A land use planner should be consulted to determine what is necessary to show compliance with County land use codes and pre-application conferences are strongly encouraged to reduce processing times and project costs. For a copy of the San Juan County Code see www.mrsc.org (Legal Resources). **Note: State and Federal requirements also apply to some projects, including Hydraulic Permit Approval (HPA) from the WA Dept. of Fish and Wildlife which is obtained by submitting a JARPA application available at www.epermitting.wa.gov.**

Req'd Provided

General Requirements

- 1. Completed application form with name, address and signature of all property owners (or agent if a notarized authorization from all property owners is attached).
- 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. For projects requiring notification of neighbors, names and addresses of property owners within 300 feet of the boundaries of the subject property - or may be provided after notification is completed. (SJCC 18.80.020.C.9).
- 6. Narrative description of surrounding land uses.
- 7. Evidence of available and adequate water supply as required by SJCC Title 8 and 18.60.020.
- 8. Evidence of sewer availability or septic approval as required by SJCC Title 8 and 18.60.030.
- 9. Photos of the site showing existing and proposed development areas and areas where vegetation will be removed.
- 10. Clearing, grading and stormwater management plan meeting the requirements of SJCC 18.60.060-.070 and the *Stormwater Management Manual for Western Washington, 2005* (and for Eastsound, SJCC 16.55.300.G). Note: All projects must meet these requirements regardless of whether a plan review is required.
- 11. If stormwater will be directed or discharged to a County maintained road or ditch, approval from the County Engineer (SJCC 18.60.060).
- 12. For access connecting to public roads, approval from the County engineer (SJCC 18.60.080-100).
- 13. Plans showing required pedestrian pathways and sidewalks or approved agreement for future installation (SJCC 18.60.110; for Eastsound, SJCC 16.55.130).
- 14. Plan or description showing heights of proposed structures.
- 15. Narrative and/or other information confirming that utilities will be installed underground and exterior lighting 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. 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. 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 (if required).
 - n. Critical Areas (geologically hazardous and frequently flooded areas; wetlands; FWHCAs). Note: ALL of San Juan County is designated a Critical Aquifer Recharge Area (SJCC 18.35.020-140).
 - 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.
- 18. Small copy of site plan (maximum 8 ½ inch by 14 inch paper).
- 19. For conditional, provisional and shoreline permits; shoreline exemptions; reasonable use exceptions; mitigation plans; stormwater plans; and variance requests, a narrative explaining how the proposal is consistent with the applicable regulations and permit approval requirements.
- 20. For commercial, industrial, public, and institutional facilities:
 - a. A list of the quantities and types of chemicals that will be used; proposed spill containment plans; a plan for disposal of waste materials; and a narrative explaining how the construction and operation of the facility will comply with SJCC 18.35.080.
 - b. A narrative or plans showing compliance with fire hydrant requirements (SJCC 13.08).
 - c. Landscaping/screening plans showing compliance with requirements. (SJCC 18.60.160; for Eastsound SJCC 16.55.300.B.6 and F.) Project specific landscaping codes_____.
 - d. Financial guarantee to assure installation and survival of required landscaping (SJCC 18.60.160).
 - e. Description of proposed signs (SJCC 18.40.370-400; for Eastsound SJCC 16.55.300.D).
- 21. Critical area reports (SJCC 18.35.020-140).
 - a. Geotechnical report for geohazard area (SJCC 18.35.070).
 - b. Geotechnical report for coastal geologic buffer (SJCC 18.35.130.A, Step 2).
 - c. Geotechnical report for shoreline stabilization structure (SJCC 18.35.065.D and 18.50).
 - d. Elevation certificate for buildings, mobile homes, and above ground gas or liquid storage tanks in area of special flood hazard (SJCC Chapter 15.12).
 - e. Fisheries habitat assessment for marine shore below base flood elevation - see item 34.
 - f. Wetland report and delineation.
 - g. Description of steps that will be taken to protect designated plants and animals (may be prepared by the property owner).
 - h. Inventory of critical salt water habitats for overwater and nearshore development in marine water on project site and adjacent areas (SJCC 18.35.130.G.1.c).

- 22. Alternative to complying with standard requirements for wetlands and fish and wildlife habitat conservation areas (FWHCAs) for expansion of structures, uses and activities existing in wetlands, FWHCAs and their buffers and tree protection zones prior to March 31, 2014. A narrative and plans showing how the magnitude of adverse impacts to water quality and critical area functions, and risks to people and property, will not be increased. Areas that must be addressed include:
 - a. Steps that will be taken to remove contaminants and infiltrate or safely discharge additional runoff and pollutants;
 - b. Steps that will be taken to prevent erosion and maintain stability of the site and adjacent areas;
 - c. Steps that will be taken to protect, relocate, or replace trees, shrubs and rare/ sensitive plants;
 - d. Steps that will be taken to protect or mitigate adverse impacts to wetland habitat and the habitat of protected animals, including any construction timing restrictions;
 - e. Steps that will be taken to protect habitats of local importance;
 - f. For shoreline modifications (e.g. docks, bulkheads) steps that will be taken to prevent adverse impacts to the size of shoreline substrate; the flow of sediment along the shore; and protected aquatic plants, animals and habitats.

Note: Relocation of uses and activities in these areas requires a provisional use permit. For projects located below base flood elevation along the marine shoreline a fisheries habitat assessment is still required.

Following are additional requirements for 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

- 23. Plans showing conformance with architectural standards (SJCC 16.55.160 and 300.E).
- 24. 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).
- 25. Plans and documents showing compliance with UGA requirements (SJCC 18.60.240).
- 26. Square footage of proposed use areas (including that within structures, parking areas, driveways, walkways and outdoor storage areas).

Additional Lopez Village Requirements

- 27. Plans and documents showing compliance with Lopez Village and Lopez Marine Center LAMIRD requirements (SJCC 18.60.210).
- 28. Plans and documents showing compliance with UGA requirements (SJCC 18.60.240).

Additional Shoreline Requirements

- 29. 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 (SJCC 18.20.170) 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).
- 30. 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;

- b. Demonstrates how existing natural screening will be retained while providing for construction, views, and sunlight; and
- c. Shows compliance with requirements for critical area buffers and tree protection zones.

Note: Though the shoreline regulations do not limit removal of trees smaller than three inches in diameter unless the shoreline is unstable, the critical area regulations do limit the number of small trees that can be removed.

- 31. Plat or plan showing required common area and associated access easements (for land divisions, multiple-unit, and multifamily developments).
- 32. For modification of development existing or vested on March 31, 2014 when the applicant chooses to show no net loss of shoreline ecological functions rather than compliance with critical area requirements, information sufficient to demonstrate there will be no net loss of shoreline ecological functions.
- 33. For docks and shoreline stabilization measures (e.g. bulkheads):
 - a. Photos and a map showing approximate location of critical areas and critical salt water habitats within 300 ft. of project area.
 - b. Related project documents such as applications to other agencies or SEPA documents.
 - c. A narrative explaining how the project will meet requirements of SJCC 18.35.130.G and 18.50.
 - d. Best Available Science documents supporting the proposal.
 - e. Report prepared by a qualified biological professional identifying any aquatic FWHCAs located within 50 feet of the project, evaluating conformance of the project with SJCC 18.35.130.G, and describing any potential adverse impacts to the ecological function of aquatic FWHCAs. If stabilization measures may change longshore sediment transport, the report must include an evaluation of potential impacts to aquatic FWHCAs located downdrift from the site.
 - f. Identify construction materials and methods; location relative to ordinary, low and high water elevations; net direction of currents and longshore drift; direction and speed of prevailing winds; profile rendition of beach and uplands; beach slope, type and material; upland slope, soil type, geological characteristics including stability; and potential impacts on shore and hydraulic processes, adjacent properties, upland stability and shoreline uses.
 - g. For all stabilization measures, identify hydraulic characteristics and existing stabilization structures within ¼ mile of project; purpose of the proposal; elevation of the toe and crest of the structure relative to water levels; and alternative (non-structural) measures that will achieve the same purpose.
 - h. For new, expanded and replacement structural stabilization measures (e.g. bulkheads) a geotechnical analysis and report, prepared by a qualified professional in accordance with SJCC 18.35.070 that addresses the items listed in SJCC 18.35.135.G.3.f.vii.
- 34. For mooring buoys:
 - a. A map of the location on the mooring buoy including the swing line of the chain.
 - b. The location and ownership of mooring buoys and docks within 500 ft.
 - c. Depth of water in the proposed location at 0 tide.
 - d. The location of any other mooring buoys under applicant's ownership.

Additional Project Specific or Location Specific Requirements [Country Corner (Orcas), Deer Harbor Hamlet, Doe Bay, Eastsound Airport and surrounding areas, Olga Hamlet, Orcas Village, Roche Harbor, Rosario Resort, San Juan County Fairgrounds, San Juan Valley, Shaw, Waldron, and Westsound]

- OTHER: _____
- OTHER: _____

Planner completing checklist: _____