



Land Use Permit Application

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

PROJECT NAME:		PERMIT NO:
PROJECT ADDRESS:	Unit #	PARCEL NO:
OWNER INFORMATION		APPLICANT
NAME:		NAME:
ADDRESS:		ADDRESS:
PHONE NUMBER:		PHONE NUMBER:
EMAIL ADDRESS:		EMAIL ADDRESS:
PRIMARY CONTACT / AGENT		ARCHITECT / ENGINEER
NAME:		NAME:
ADDRESS:		ADDRESS:
PHONE NUMBER:		PHONE NUMBER:
EMAIL ADDRESS:		EMAIL ADDRESS:
PROJECT DESCRIPTION:		

PROJECT TYPE		<input type="checkbox"/> <i>Check if consolidated review is preferred</i>
<input type="checkbox"/> Land use approval <input type="checkbox"/> Design review <input type="checkbox"/> SEPA (environmental) review <input type="checkbox"/> Critical areas <input type="checkbox"/> Determination <input type="checkbox"/> Alteration <input type="checkbox"/> Exception <input type="checkbox"/> Reasonable use permit <input type="checkbox"/> Tree removal <input type="checkbox"/> Master signage plan <input type="checkbox"/> Variance <input type="checkbox"/> Wireless service facility	<input type="checkbox"/> Boundary line <input type="checkbox"/> Binding site plan <input type="checkbox"/> Subdivision <input type="checkbox"/> Short plat <input type="checkbox"/> Preliminary plat <input type="checkbox"/> Final plat <input type="checkbox"/> Modification <input type="checkbox"/> Conditional use <input type="checkbox"/> Special use permit <input type="checkbox"/> Temporary use permit <input type="checkbox"/> Administrative Interpretation	<input type="checkbox"/> Shoreline permit <input type="checkbox"/> Substantial development permit <input type="checkbox"/> Conditional use permit <input type="checkbox"/> Exemption <input type="checkbox"/> Variance <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning code amendment <input type="checkbox"/> Comprehensive plan amendment <input type="checkbox"/> Development Agreement <input type="checkbox"/> Zoning map amendment <input type="checkbox"/> Area-wide <input type="checkbox"/> Site-specific <input type="checkbox"/> Subdivision vacation

I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met. I grant permission for City staff to enter areas covered by this permit application for the sole purpose of inspecting work completed under this permit application and enforcing provisions related to the issuance or approval of the permit.

Owner / Owner's Agent

Date



APPLICATION SUBMITTAL CHECKLIST – LAND USE PERMITS

Development Services Department
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Submittal Requirements	SEPA/Project Approval	Design Review	Critical Area Determination	Critical Area Alteration/ Exception/ Reasonable Use	Required	Submitted
General:						
Application Form	1	1	1	1		
Legal Description						
Owner Authorization Form	1	1	1	1		
Project Narrative	1	1	1	1		
Statement on Decision Criteria				1		
Submittal Fees	1	1	1	1		
Water Availability Certificate	1					
Sewer Availability Certificate/ Septic Approval	1					
Building Plans:						
Building/Construction Plans (max. 24 x 36)						
Structural/Lateral Calculations						
Design Review Materials:						
Design Review Checklist		1				
Building Floor Plans		4				
Color Renderings/Color Elevations		4				
Reduced Elevations/Floor Plans		1				
Site/Civil Plans:¹						
Site and Parking Plans (max. 24 x 36)	4	4	3	4		
Reduced Site and Parking Plans (max. 11 x 17)	1	1	1	1		
Survey			3	4		
Landscaping and Irrigation Plans	4	4		4		
Reduced Landscaping Plan (max. 11 x 17)	1	1		1		
Plat Map						
Clearing and Grading Plans	4			4		
Road Plans	4			4		
Drainage Plans	4			4		
Erosion Control Plans	4			4		
Topography (existing and proposed) (survey may be required)	4			4		
Water/Sewer/Utility Plans	4			4		
Environmental:						
Grading Calculations	1	1		1		
Drainage Study (TIR)/Calculations	4			4		
Geotechnical Report	4		3	4		
SEPA Checklist	4			1		
Critical Area Study (Wetland and Stream)	4		3	4		
Mitigation Plans	4			4		
Wildlife Habitat Report	4		3	4		
Tree Plan	4			4		
Traffic Study	4			4		
Noise Study						
Other:						
CC&Rs	4					
Photo Simulation Diagram						
Title Report (less than 30 days old)	4					
School Safe Walk Form	1					
Electronic Set of All Plans and Reports	1	1	1	1		

¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.



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Submittal Requirements	Conditional Use Permit	Temporary Use Permit	Shoreline Permits	Shoreline Exemption	Required	Submitted
General:						
Application Form	1	1	1	1		
Legal Description						
Owner Authorization Form	1	1	1	1		
Project Narrative	1	1	1	1		
Statement on Decision Criteria	1	1	1	1		
Submittal Fees	1	1	1	1		
Water Availability Certificate	1		1			
Sewer Availability Certificate/ Septic Approval	1		1			
Building Plans:						
Building/Construction Plans (max. 24 x 36)						
Structural/Lateral Calculations						
Design Review Materials:						
Design Review Checklist						
Building Floor Plans						
Color Renderings/Color Elevations						
Reduced Elevations/Floor Plans						
Site/Civil Plans:¹						
Site and Parking Plans (max. 24 x 36)	4	4	4	4		
Reduced Site and Parking Plans (max. 11 x 17)	1		1			
Survey			4			
Landscaping and Irrigation Plans	4		4			
Reduced Landscaping Plan (max. 11 x 17)	1		1			
Plat Map						
Clearing and Grading Plans	4		4			
Road Plans	4		4			
Drainage Plans	4		4			
Erosion Control Plans	4		4			
Topography (existing and proposed) (survey may be required)	4		4			
Water/Sewer/Utility Plans	4		4			
Environmental:						
Grading Calculations	1	1	1	1		
Drainage Study (TIR)/Calculations	4		4			
Geotechnical Report	4		4			
SEPA Checklist	4		4			
Critical Area Study (Wetland and Stream)	4		4			
Mitigation Plans	4		4			
Wildlife Habitat Report	4		4			
Tree Plan	4		4			
Traffic Study	4		4			
Noise Study	4					
Other:						
CC&Rs						
Photo Simulation Diagram						
Title Report (less than 30 days old)			4			
School Safe Walk Form						
Electronic Set of All Plans and Reports	1		1			

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Submittal Requirements	Boundary Line Adjustment	Binding Site Plan	Short Plat	Preliminary Plat	Final Plat/ Short Plat	Required	Submitted
General:							
Application Form	1	1	1	1	1		
Legal Description	1	1	1	1			
Owner Authorization Form	1	1	1	1	1		
Project Narrative		1	1	1			
Statement on Decision Criteria					1		
Submittal Fees	1	1	1	1	1		
Water Availability Certificate		1	1	1	1		
Sewer Availability Certificate/ Septic Approval		1	1	1	1		
Building Plans:							
Building/Construction Plans (max. 24 x 36)							
Structural/Lateral Calculations							
Design Review Materials:							
Design Review Checklist							
Building Floor Plans							
Color Renderings/Color Elevations							
Reduced Elevations/Floor Plans							
Site/Civil Plans:¹							
Site and Parking Plans (max. 24 x 36)	3	4	4	4			
Reduced Site and Parking Plans (max. 11 x 17)	1	1	1	1			
Survey	3	4					
Landscaping and Irrigation Plans				4			
Reduced Landscaping Plan (max. 11 x 17)				1			
Plat Map			4	4	4		
Clearing and Grading Plans			4	4			
Road Plans			4	4			
Drainage Plans			4	4			
Erosion Control Plans			4	4			
Topography (existing and proposed) (survey may be required)		4	4	4			
Water/Sewer/Utility Plans			4	4			
Environmental:							
Grading Calculations		1	1	1			
Drainage Study (TIR)/Calculations			4	4			
Geotechnical Report			4	4			
SEPA Checklist		4	4	4			
Critical Area Study (Wetland and Stream)		4	4	4			
Mitigation Plans			4	4			
Wildlife Habitat Report			4	4			
Tree Plan			4	4			
Traffic Study				4			
Noise Study							
Other:							
CC&Rs		4	4	4	4		
Photo Simulation Diagram							
Title Report (less than 30 days old)	3	4	4	4	4		
School Safe Walk Form			1	1			
Electronic Set of All Plans and Reports	1	1	1	1	1		

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Submittal Requirements	Special Use Permit	Variance	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required	Submitted
General:							
Application Form	1	1	1	1	1		
Legal Description					1		
Owner Authorization Form	1	1					
Project Narrative	1	1	1	1	1		
Statement on Decision Criteria	1	1	1	1	1		
Submittal Fees	1	1	1	1	1		
Water Availability Certificate	1						
Sewer Availability Certificate/ Septic Approval	1						
Building Plans:							
Building/Construction Plans (max. 24 x 36)							
Structural/Lateral Calculations							
Design Review Materials:							
Design Review Checklist							
Building Floor Plans							
Color Renderings/Color Elevations							
Reduced Elevations/Floor Plans							
Site/Civil Plans:¹							
Site and Parking Plans (max. 24 x 36)	4	4					
Reduced Site and Parking Plans (max. 11 x 17)	1	1					
Survey							
Landscaping and Irrigation Plans	4	4					
Reduced Landscaping Plan (max. 11 x 17)	1	1					
Plat Map							
Clearing and Grading Plans	4	4					
Road Plans	4	4					
Drainage Plans	4	4					
Erosion Control Plans	4	4					
Topography (existing and proposed) (survey may be required)	4	4					
Water/Sewer/Utility Plans	4	4					
Environmental:							
Grading Calculations	1	1					
Drainage Study (TIR)/Calculations	4	4					
Geotechnical Report	4						
SEPA Checklist	4		4	4	4		
Critical Area Study (Wetland and Stream)	4	4					
Mitigation Plans	4	4					
Wildlife Habitat Report	4	4					
Tree Plan	4	4					
Traffic Study	4	4					
Noise Study	4						
Other:							
CC&Rs							
Photo Simulation Diagram							
Title Report (less than 30 days old)							
School Safe Walk Form							
Electronic Set of All Plans and Reports	1	1					

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Submittal Requirements	Master Signage Plan	Wireless Service Facility Permit - New	Wireless Service Facility Permit - Existing	Required	Submitted
General:					
Application Form	1	1	1		
Legal Description					
Owner Authorization Form	1	1	1		
Project Narrative	1	1	1		
Statement on Decision Criteria	1	1			
Submittal Fees	1	1			
Water Availability Certificate					
Sewer Availability Certificate/ Septic Approval					
Building Plans:					
Building/Construction Plans (max. 24 x 36)		4	3		
Structural/Lateral Calculations		4	3		
Design Review Materials:					
Design Review Checklist					
Building Floor Plans					
Color Renderings/Color Elevations	3				
Reduced Elevations/Floor Plans	3				
Site/Civil Plans:¹					
Site and Parking Plans (max. 24 x 36)	3	4	3		
Reduced Site and Parking Plans (max. 11 x 17)	1	1			
Survey					
Landscaping and Irrigation Plans	3	4	3		
Reduced Landscaping Plan (max. 11 x 17)	1	1			
Plat Map					
Clearing and Grading Plans		4			
Road Plans		4			
Drainage Plans					
Erosion Control Plans		4	3		
Topography (existing and proposed) (survey may be required)		4			
Water/Sewer/Utility Plans					
Environmental:					
Grading Calculations		1	1		
Drainage Study (TIR)/Calculations		4			
Geotechnical Report		4			
SEPA Checklist		4			
Critical Area Study (Wetland and Stream)					
Mitigation Plans					
Wildlife Habitat Report					
Tree Plan					
Traffic Study					
Noise Study		4			
Other:					
CC&Rs					
Photo Simulation Diagram		4	3		
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