



## APPLICATION SUBMITTAL CHECKLIST – LAND USE PERMITS

**Development Services Department**  
 17301 133rd Avenue NE • Woodinville, WA 98072  
 425-489-2754 • www.ci.woodinville.wa.us

Submittal Requirements	SEPA/Project Approval	Design Review	Critical Area Determination	Critical Area Alteration/ Exception/ Reasonable Use	Required	Submitted
<b>General:</b>						
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					
<b>Building Plans:</b>						
Building/Construction Plans (max. 24 x 36)						
Structural/Lateral Calculations						
<b>Design Review Materials:</b>						
Design Review Checklist		1				
Building Floor Plans		4				
Color Renderings/Color Elevations		4				
Reduced Elevations/Floor Plans		1				
<b>Site/Civil Plans:<sup>1</sup></b>						
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		
<b>Environmental:</b>						
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						
<b>Other:</b>						
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		

<sup>1</sup> 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
<b>General:</b>						
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			
<b>Building Plans:</b>						
Building/Construction Plans (max. 24 x 36)						
Structural/Lateral Calculations						
<b>Design Review Materials:</b>						
Design Review Checklist						
Building Floor Plans						
Color Renderings/Color Elevations						
Reduced Elevations/Floor Plans						
<b>Site/Civil Plans:<sup>1</sup></b>						
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			
<b>Environmental:</b>						
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					
<b>Other:</b>						
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			

<sup>1</sup> 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	Boundary Line Adjustment	Binding Site Plan	Short Plat	Preliminary Plat	Final Plat/ Short Plat	Required	Submitted
<b>General:</b>							
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		
<b>Building Plans:</b>							
Building/Construction Plans (max. 24 x 36)							
Structural/Lateral Calculations							
<b>Design Review Materials:</b>							
Design Review Checklist							
Building Floor Plans							
Color Renderings/Color Elevations							
Reduced Elevations/Floor Plans							
<b>Site/Civil Plans:<sup>1</sup></b>							
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			
<b>Environmental:</b>							
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							
<b>Other:</b>							
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		

<sup>1</sup> 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	Special Use Permit	Variance	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required	Submitted
<b>General:</b>							
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						
<b>Building Plans:</b>							
Building/Construction Plans (max. 24 x 36)							
Structural/Lateral Calculations							
<b>Design Review Materials:</b>							
Design Review Checklist							
Building Floor Plans							
Color Renderings/Color Elevations							
Reduced Elevations/Floor Plans							
<b>Site/Civil Plans:<sup>1</sup></b>							
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					
<b>Environmental:</b>							
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						
<b>Other:</b>							
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					

<sup>1</sup> 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	Master Signage Plan	Wireless Service Facility Permit - New	Wireless Service Facility Permit - Existing	Required	Submitted
<b>General:</b>					
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					
<b>Building Plans:</b>					
Building/Construction Plans (max. 24 x 36)		4	3		
Structural/Lateral Calculations		4	3		
<b>Design Review Materials:</b>					
Design Review Checklist					
Building Floor Plans					
Color Renderings/Color Elevations	3				
Reduced Elevations/Floor Plans	3				
<b>Site/Civil Plans:<sup>1</sup></b>					
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					
<b>Environmental:</b>					
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			
<b>Other:</b>					
CC&Rs					
Photo Simulation Diagram		4	3		
Title Report (less than 30 days old)					
School Safe Walk Form					
Electronic Set of All Plans and Reports	1	1			

<sup>1</sup> 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.