



MASTER SUBMITTAL CHECKLIST City of Woodinville

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

Permit Submittal Requirements									Staff Initials	
Submittal Requirements	Boundary Line Adjustment	Building Permit (inc. Mechanical/ Plumbing/ Demolition)	Critical Area Determination	Grading/ Site Development Permit	Home Industry/ Home Occupation	Shoreline Exemption	Signs/ Master Signage Plan	Tree Removal	Required for Complete Application?	Submitted?
General:										
Application Form	1	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Application Form ¹							1		<input type="checkbox"/>	<input type="checkbox"/>
Legal Description	1	1	1	1		1	1		<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	1	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Verification		1		1			1	1	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative			1		1				<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria			1			1	1		<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees	1	1	1	1	1	1	1		<input type="checkbox"/>	<input type="checkbox"/>
Building Height Verification	•	1		•	•				<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Fee Worksheet		1		•	•				<input type="checkbox"/>	<input type="checkbox"/>
Notice Mailing Labels		•		•					<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer/Septic Availability Certificate	•	•		1	•				<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:										
Building / Construction Plans (max. 22 x 34)		5			•		3		<input type="checkbox"/>	<input type="checkbox"/>
Structural / Lateral Calculations		3			•		•		<input type="checkbox"/>	<input type="checkbox"/>
Isometrics		•							<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report		•							<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations		•							<input type="checkbox"/>	<input type="checkbox"/>

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Design Review Materials:										
Design Review Checklist:		1					•		<input type="checkbox"/>	<input type="checkbox"/>
Building Elevations/ Building Floor Plans		5					•		<input type="checkbox"/>	<input type="checkbox"/>
Reduced Elevations/Floor Plans		5					•		<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/ Color Elevations/ Materials Board		5					•		<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans: ²										
Site Plan (max. 22 x 34)		6	3	6	3	3	5	•	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site Plan (max. 11 x 17)		1		1		1			<input type="checkbox"/>	<input type="checkbox"/>
Survey	5	•		•					<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans		•		6			•	•	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11 x 17)		•		1					<input type="checkbox"/>	<input type="checkbox"/>
Plat Map									<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans		6		6		3		•	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/Calculations		3		3		•			<input type="checkbox"/>	<input type="checkbox"/>
Road and Drainage Plans		6		6		3		•	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans		6		6		3		•	<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed,) (survey may be required)		6		6		3		•	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/ Utility Plans		•		6		3		•	<input type="checkbox"/>	<input type="checkbox"/>

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Environmental:										
Geotechnical Report		•	•	•		•		•	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist		•	•	•		•		•	<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)		•	3	•		•		•	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report		•	•	•		•		•	<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan		•		6				3	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study		•		•					<input type="checkbox"/>	<input type="checkbox"/>
Other:										
CC&R's		•							<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation diagram									<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)	2								<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form		•							<input type="checkbox"/>	<input type="checkbox"/>

Permit Submittal Requirements										
Submittal Requirements	Temporary Use Permit	SEPA/ Project Approval	Binding Site Plan	Personal Wireless Service Facility Permit	Shoreline Permit	Conditional Use Permit	Special Use Permit	Required for Complete Application?	Submitted?	
General:										
Application Form	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	
Supplemental Application Form ¹					•			<input type="checkbox"/>	<input type="checkbox"/>	
Legal Description	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	
Owner Authorization Form	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	
Contractor Verification				1				<input type="checkbox"/>	<input type="checkbox"/>	

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Submittal Requirements	Temporary Use Permit	SEPA/ Project Approval	Binding Site Plan	Personal Wireless Service Facility Permit	Shoreline Permit	Conditional Use Permit	Special Use Permit	Required for Complete Application?	Submitted?
General, Continued:									
Project Narrative		1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria					•		1	<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Building Height Verification		•		1	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Fee Worksheet	•	1			•	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Notice Mailing Labels		1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer/Septic Availability Certificate	•	1			1			<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:									
Building/ Construction Plans (max. 22 x 34)	•			5		•	•	<input type="checkbox"/>	<input type="checkbox"/>
Structural/ Lateral Calculations				3				<input type="checkbox"/>	<input type="checkbox"/>
Isometrics								<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report								<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations								<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:									
Design Review Checklist		1			•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Building Elevations/ Building Floor Plans		6			•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Elevations / Floor Plans		6			•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/ Color Elevations/ Materials Board		6			•	•	•	<input type="checkbox"/>	<input type="checkbox"/>

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Submittal Requirements	Temporary Use Permit	SEPA/ Project Approval	Binding Site Plan	Personal Wireless Service Facility Permit	Shoreline Permit	Conditional Use Permit	Special Use Permit	Required for Complete Application?	Submitted?
Site/Civil Plans: ²									
Site Plan (max. 22 x 34)	6	6	6	6	6	6	6	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site Plan (max. 11 x 17)		1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Survey		•	6	•				<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans		6		6	6	6	6	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11 x 17)		1		1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Plat Map								<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans		6		•	6	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/calculations		3			3	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Road and Drainage Plans		6		•	6	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans (TECSP)		6		6	6	6	6	<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed,) (survey may be required)		6	6	6	6	6	6	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans		6			•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Environmental:									
Geotechnical Report		•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist		1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)		•	•		3	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report		•	•		•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan		3	•		•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study		•	•		•	•	•	<input type="checkbox"/>	<input type="checkbox"/>

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Submittal Requirements	Temporary Use Permit	SEPA/ Project Approval	Binding Site Plan	Personal Wireless Service Facility Permit	Shoreline Permit	Conditional Use Permit	Special Use Permit	Required for Complete Application?	Submitted?
Other:									
CC&R's			•					<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation Diagram				6				<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)		•	2					<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form		•						<input type="checkbox"/>	<input type="checkbox"/>

Permit Submittal Requirements									
Submittal Requirements	Short Plat	Preliminary Plat	Variance	Final Plat	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required for Complete Application?	Submitted?
General:									
Application Form	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental application form ¹								<input type="checkbox"/>	<input type="checkbox"/>
Legal Description	1	1	1	1			•	<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	1	1	1	1				<input type="checkbox"/>	<input type="checkbox"/>
Contractor Verification								<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	1	1	1					<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria			1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Submittal fees	1	1	1	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Building Height Verification			•					<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Fee Worksheet	1	1						<input type="checkbox"/>	<input type="checkbox"/>
Notice Mailing Labels	1	1	1				•	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer/Septic Availability Certificate	1	1		1				<input type="checkbox"/>	<input type="checkbox"/>

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Submittal Requirements	Short Plat	Preliminary Plat	Variance	Final Plat	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required for Complete Application?	Submitted?
Building Plans:									
Building/ Construction Plans (max 22x34)			•					<input type="checkbox"/>	<input type="checkbox"/>
Structural/ Lateral Calculations								<input type="checkbox"/>	<input type="checkbox"/>
Isometrics								<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report								<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations								<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:									
Design Review Checklist			•					<input type="checkbox"/>	<input type="checkbox"/>
Building Elevations/ Building Floor Plans			•					<input type="checkbox"/>	<input type="checkbox"/>
Reduced elevations/floor plans			•					<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/ Color Elevations/ Materials Board			•					<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans: ²									
Site Plan (max 22x34)		6	6				•	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site Plan (max. 11x17)		1	1				•	<input type="checkbox"/>	<input type="checkbox"/>
Survey				6				<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans	•	6	•					<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11x17)	•	1	•					<input type="checkbox"/>	<input type="checkbox"/>
Plat Map	6	6		6				<input type="checkbox"/>	<input type="checkbox"/>
Clearing and grading plans	6	6	•					<input type="checkbox"/>	<input type="checkbox"/>
Drainage study (TIR)/calculations	3	3	•					<input type="checkbox"/>	<input type="checkbox"/>
Road and drainage plans	6	6	•					<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans	6	6	•					<input type="checkbox"/>	<input type="checkbox"/>

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Submittal Requirements	Short Plat	Preliminary Plat	Variance	Final Plat	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required for Complete Application?	Submitted?
Site/Civil Plans², Continued:									
Topography (existing and proposed,) (survey may be required)	6	6	6					<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans	6	6	•					<input type="checkbox"/>	<input type="checkbox"/>
Environmental:									
Geotechnical Report	•	•						<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist	•	1			1	1	1	<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)	•	•						<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report	•	•						<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan	3	3						<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study		3						<input type="checkbox"/>	<input type="checkbox"/>
Other:									
CC&R's	2	2						<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation diagram								<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)	2	2		2				<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form	1							<input type="checkbox"/>	<input type="checkbox"/>

Footnotes:

X In the codified version of this checklist, a "X" indicates that the item is required for submittal. The Director shall set the number of copies required.

• In the codified version of this checklist, a "•" indicates that the item may be required for submittal. The Director shall set the number of copies required.

¹ See supplemental application form for specific submittal requirements.

² 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.