



Planning & Development Services Fact Sheet
Community Development Division

PL# _____ - _____

Date Received

- | | |
|---|---|
| <input type="checkbox"/> Administrative Decision | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Agricultural Variance | <input type="checkbox"/> Shoreline Exemption |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Shoreline Substantial Use Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Short CaRD |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Long CaRD | <input type="checkbox"/> Special Use Permit Level I |
| <input type="checkbox"/> Lot Certification | <input type="checkbox"/> Special Use Permit Level II |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Variance Level I |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Variance Level II |
| <input type="checkbox"/> Pre-application Review | <input type="checkbox"/> Other _____ |

Brief project description: _____

Applicant Name: _____

Other Related Permits or Approvals: _____

Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____ - _____

Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____ - _____

Section ____ Township ____ Range ____ Comprehensive Plan/Zoning Designation: _____

Site Address: _____

Lot of Record: Yes No Urban Growth Area: Yes No If yes, City: _____

Comp Plan/Zoning within 200 feet: _____

Mineral Resource Overlay within ¼ mile: Yes No Critical Area/Water within 200 feet: Yes No

Pre-application meeting required? Yes No Meeting verification form enclosed? Yes No

Acreage / Lot Dimensions: _____

Flood Zone: _____ FIRM Map Panel #: _____ Map Date: _____

Road access: Private County – Permit #: _____ State – Permit #: _____

Water Source: Drilled well - Permit #: _____ Community Well Public PUD #1 Anacortes

Sewage Disposal: Septic – Permit #: _____ Public Sewer: _____

Legal Description: _____

_____ (Attach additional sheet if necessary)



**Planning & Development Services
Community Development Division**

Applicant

Name

Address

Phone Fax e-mail address

Signature _____

Owner

Name

Address

Phone Fax e-mail address

Contact

Name

Address

Phone Fax e-mail address

OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the major property owner or officer of the corporation owning property described in the attached application, and I have familiarized myself with the rules and regulations of Skagit County with respect to filing this application for a _____ and that the statements, answers and information submitted presents the argument on behalf of this application and are in all respects true and correct to the best of my knowledge and belief.

Street Address: _____

City, State, Zip: _____

Phone: (_____) _____

Signature(s):

for: _____
(corporation or company name, if applicable)

STATE OF WASHINGTON)
) ss.
COUNTY OF SKAGIT)

On this day personally appeared before me _____, known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purpose therein mentioned.

Given under my hand and official seal this _____ day of _____, _____.

Notary's Signature _____

Notary Public in and for the State of Washington residing at _____.

My Commission Expires _____

Site Plan Requirement Checklist

Site plan must be prepared on 8 ½” x 11” *or* 11” x 17” paper.

***The first 7 requirements of the Drainage Plan may be met by utilizing a third copy of this site plan.**

- 1. **Title Block**
Indicate applicant's name, site address, Assessor's Tax Account # and Property ID # (*P#*) for the subject property.
- 2. **Scale**
Indicate map scale. Use any appropriate scale and note it on your site plan. Example - Scale: 1" = 40'
- 3. **North Arrow**
Show an arrow indicating the ↑ NORTH direction.
- 4. **Property Boundaries/Easements**
Show property lines and all easements (*utility, drainage, dike, access, railroad, etc.*). Indicate site dimensions and names of adjacent roads.
- 5. **Driveway**
Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) of slope. Turnouts are required every 300 feet. To create a turnout the road shall be widened to 20 feet in width for a distance of 30 feet in length to allow for vehicles to pull over and allow emergency vehicles to proceed.
- 6. **Building Footprint**
Show location, dimensions and setbacks of all existing and proposed buildings or structures. If this project includes an addition, please clearly show the addition different from the existing building. Identify each building by its use (*residence, garage, etc.*). Indicate roof overhang lines and any decks, porches or retaining walls.
- 7. **Impervious Surface**
Indicate the amount of **new** impervious area. Impervious areas include the square footage of new building roof area, parking area, patios and any new driveway.
- 8. **Setbacks**
Indicate the building setbacks from all property lines with a dashed line. Include shoreline setbacks when applicable.
- 9. **Well Location or Water Lines**
Indicate the drinking water supply (*existing and/or proposed, public or individual*). Show all private well(s), public water mains and water supply pipes to all buildings.
- 10. **On-Site Septic System Location or Sewer Lines**
Indicate method of sewage disposal: Private septic - show existing and proposed on-site sewage system(s). Include drainfield replacement area(s). (Tanks are required to be 50' and drainfields 100' from a well.) Public sewer - indicate location of sewer main and private pipes to building.
- 11. **Propane**
Show the location of the propane tank (if any).
- 12. **Slope**
Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%.
Percentage % of slope = Rise (drop in height) divided by Run (distance) multiplied by 100.

OTHER FEATURES TO INCLUDE ON YOUR SITE PLAN:

- Shorelines**
For shoreline properties, show the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines.
- Dike District**
Show both measurements from the water ward side and the landward side of the dike and distance to project.

Policy Guidance for Use of Administrative Reductions (14.16.810 (4) SCC)

In order to promote consistent and equitable applications of the above referenced provisions of the Skagit County Code it is the policy of Planning & Development Services to review requests for administrative reductions to front, rear or side setbacks in accordance with the following guidance.

Applicability and Definitions

In order for administrative reductions to be requested the applicant must demonstrate that one of the following constraints: critical areas, topographic, lot size, or configuration impact reasonable development of the property.

Critical Areas as defined under section 14.24 of the Skagit County Code include Wetlands, Fish and Wildlife Habitat Conservation Areas, Frequently Flooded Areas, Geologically Hazardous Areas and Aquifer Recharge Areas.

Topography is defined to mean the surface features of the property.

Lot size is defined in Section 14.04.020 of the Skagit County Code as the horizontal square footage area within the property lines...

Configuration means the shape of the lot and its structural and vegetative elements.

Impact is defined as limiting or rendering impracticable the available building envelope within the property boundaries.

Reasonable development means a permitted use in the zoning district that does not exceed the lot coverage requirement.

Processing

Administrative reduction requests will be processed in accordance with the guidance for Level 1 review procedures set forth under section 14.06.110 of the Skagit County Code. Staff review will include analysis of the guidance and definitions included on the previous page and incorporate consideration of public health, safety and welfare through the solicitation of comments from the Fire Marshall, Building Department and the Departments of Health, and Public Works as determined to be necessary. Administrative approval of reductions to front and rear setbacks will be accompanied by a determination that the Public Health, Safety and Welfare will be maintained. A brief analysis and staff findings will be included in the project file. The decision will include a succinct statement describing the basis of the decision utilizing, in part, the guidance and definitions provided on the previous page.

A standard disclaimer will be attached to the Notice of Decision indicating that relief from the standard setback requirement does not constitute or imply approval relative to other county, state or federal requirements. The following language should be utilized relative to county requirements:

Please be advised that this approval for reduction of setback is based on a limited review specific to the criteria for this application (14.16.810 (4) SCC). Other County requirements may alter your proposal and require revision to your plan to comply with all jurisdictional requirements for development.

Minimum Setback Requirements For Garage and/or Carport Entrance:

- a. No garage and/or carport entrance or opening facing a street shall be closer than twenty (20) feet to the property line.
- b. Demonstrate that room for on site parking will still be available after project completion per SCC 14.16.800 (Room for two (2) cars on site, not within the County Right-of-Way).
- c. Property line must be clearly identifiable on site, if not a survey by a licensed land surveyor may be required. Setbacks are from property lines, which are typically the edge of the right of way, not paved/traveled surfaces.
- d. Easements for ingress and egress are considered the same as property lines. Therefore Setbacks from easement lines shall be the same as from property lines.

Please address the following code section: SCC 14.10.030(2) Variances

- (2) A narrative statement shall be included with the application forms demonstrating that the requested variance conforms to the following standards:
- (a) Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district. Topics to be addressed include topographic or critical area constraints that make use of the particular site infeasible without the proposed variance.
 - (b) Literal interpretation of the provisions of this Chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of SCC Titles 14 and 15.
 - (c) The special conditions and circumstances do not result from the actions of the applicant.
 - (d) The granting of the variance requested will not confer on the applicant any special privilege that is denied by SCC Titles 14 and 15 to other lands, structures, or buildings in the same district.
 - (e) An explanation of how the requested variance meets any other specific criteria required for the type of variance requested, where applicable, including, but not limited, to the following:
 - (i) Explanation of compliance with the criteria for a Critical Areas Ordinance variance under SCC 14.24.140.
 - (ii) Explanation of compliance with the criteria for a shoreline variance under the Skagit County Shoreline Management Master Program.
 - (iii) Explanation of compliance with the criteria for a public works alternative under the Skagit County Public Works Standards adopted pursuant to Chapter 14.36 SCC.
 - (iv) Explanation of compliance with the criteria for variance from the agricultural siting criteria found in SCC 14.16.400(6).
 - (v) Explanation of compliance with the criteria for a Flood Hazard Ordinance variance found in SCC 14.34.130.
 - (f) If applicable, an explanation from the applicant as to why, if a variance is denied, the applicant would be denied all reasonable use of his or her property. (Ord. O20070009 (part); Ord. 17938 Attch. F (part), 2000)

