



Agricultural Activities and Farm-Related Business Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____

PROJECT NAME: _____

Description of Business: (Check one that applies)

- | | |
|--|---|
| _____ Farmers Market (SCC 30.28.036) | _____ Farm Support Business (SCC 30.38.038) |
| _____ Farm Product Processing (SCC 30.91F.160) | _____ Farm Stands (SCC 30.28.039) |
| _____ Farm Bakery (SCC 30.91B.015) | _____ Farmland Enterprises (SCC 30.28.037) |
| _____ Farm Kitchen (SCC 30.91K.055) | |

IF NO NEW STRUCTURE OR IMPROVEMENTS ARE PROPOSED, go directly to the **Site Plan Requirements** (Section C) and provide the minimum submittal requirements. In addition to items in Section C, the following is required:

- _____ i. **Change of Use Application**
- _____ ii. **2 copies** of a Cover Letter describing the project, site conditions, total site acreage, total square footage of existing building(s), total number of employees, whether washing/slicing/trimming of vegetables or fruits will occur on site and whether the use of a Sani-can is proposed

A. Forms/Fees

- _____ 1. **2 copies** of completed **Master Permit Application**
- _____ 2. Chapter 30.66B Pre-submittal Conference Review form and required materials and fees (MANDATORY only if building is > 5000 square feet, or if your proposal is Farm Support Business or Farmland Enterprise)
- _____ 3. **5 copies** of Supplemental Traffic Information (if required on Pre-Submittal Form)
- _____ 4. **2 copies** of Cover Letter describing project, site conditions, total site acreage, total square feet of existing or proposed building(s), total number of employees, whether washing/slicing/trimming of vegetables or fruits will occur on site, and whether the use of a Sani-Can is proposed.
- _____ 5. Completed Grading Permit application (if applicable) (for projects vested before September 30, 2010, or (if applicable) a Land Disturbing Activity Permit Application (for projects vested on or after September 30, 2010)
- _____ 6. **4 copies** of SEPA Checklist unless exempted under Chapter 30.61 SCC
- _____ 7. Flood Hazard Application (if applicable)
- _____ 8. Shoreline Application (if applicable)

B. Plans/Reports

- _____ 9. **2 sets** Architectural/Structural plans including structural calculations, energy analysis and mechanical plans, where applicable, consisting of the following: (**3 sets** are required if property has or will have an espresso stand, is food-service related or on a septic system)
- _____ 10. Type of building construction
- _____ 11. Detailed setbacks to all buildings and property lines legibly labeled on plans
- _____ 12. Use of building
- _____ 13. Detailed square footage
- _____ 14. Drawn to a generally accepted scale which is legible
- _____ 15. **4 sets** Site Plans (**9 sets** if Public Works Pre-Submittal Form indicates that site plans are required)

- _____ 16. **3 sets** Landscaping plans
- _____ 17. For projects vested on or after September 30, 2010), unless exempt, submit a Drainage Review Submittal Checklist / Form and the applicable stormwater site plan (See SCC 30.63A.300 and 30.63A.310 SCC for stormwater site plan thresholds). A stormwater site plan includes a stormwater pollution prevention plan (SWPPP) to control erosion. When only MR 2 (SWPPP) is required, submit the appropriate SWPPP. Please check applicable boxes:
 - YES NO Exempt per SCC 30.63A.200
 - YES NO Targeted stormwater site plan (MRs 1-5)
 - YES NO Full stormwater site plan (MRs 1-9)

Stormwater Pollution Prevention Plan (SWPPP) (SCC 30.63A.445 through 30.63A.510) for erosion and sediment control:

- YES NO Small Project SWPPP (SCC 30.63A.810)
- YES NO Construction /Full SWPPP (SCC 30.63A.445 through 30.63A.510)

- _____ 18. **3 copies** - Plans showing locations of all critical areas, buffers and setbacks; Critical Areas Studies, Mitigation Plans and Farm Conservation Plans, where applicable (Chapters 30.62, 30.62A, 30.62B & 30.62C SCC).

C. Site Plan (Single Sheet) shall include the following:

- _____ 21. Vicinity map
- _____ 22. Tax account number(s)
- _____ 23. Legal description
- _____ 24. North arrow
- _____ 25. Date of preparation
- _____ 26. All property lines with dimensions
- _____ 27. Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing topos); Topos must also be shown on Civil drawings
- _____ 28. Location of existing/proposed easements, access areas and utilities
- _____ 29. Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
- _____ 30. Proposed or existing outdoor lighting
- _____ 31. Proposed sign location and square footage of sign (SCC 30.27.051)
- _____ 32. Distance from Right-of-Way center line to property line
- _____ 33. Access points showing arrows for ingress and egress
- _____ 34. If access is to private road or via panhandle show access all the way to named public road
- _____ 35. Septic tank, drain field and reserve areas (if applicable)
- _____ 36. Critical areas (wetlands, streams or water bodies, areas of slopes 33% or greater, fish and wildlife habitat conservation areas [FWHCA] – see Chapter 30.62 SCC); if none, make a note on site plan
- _____ 37. Locations on site and within 100 feet of site boundaries in accordance with SCC 30.62.055(v)
- _____ 38. Distances to proposed or existing structures and parking areas
- _____ 39. Proposed and existing parking areas (show number of stalls): One stall must be van accessible (8' wide x 20' long striped access aisle)
- _____ 40. Show travel route to building
- _____ 41. Show existing landscaping areas (refer to SCC 30.25.010 for terminology)
- _____ 42. Show proposed landscaping areas
- _____ 43. Proposed limits of any additional site disturbance (e.g., clearing, grading) not already identified