



GRANITE FALLS

MULTI-FAMILY DEVELOPMENT SUBMITTAL CHECKLIST

- Building Permit Fee (Only Plan Review Fee required at first submittal)
- Building Permit Application, completed & signed
- Legal Description (original)
- Vicinity Map (original)
- Site Plan: original & 4 copies (see page 2)
- Construction Plans: original & 4 copies
- Building Elevations (all four elevations to scale): original & 4 copies
- Engineering Plans & Reports for all utilities and street improvements: original & 4 copies each
- Drainage Plan showing existing and proposed drainage facilities for the site and adjacent areas
- Preliminary stormwater water quality and detention/infiltration calculation in accordance with 2014 WDOE Stormwater Manual
- Landscape & Irrigation Plans: original & 4 copies
- Environmental Checklist (signed & dated): original & 4 copies
- Adjacent Property Owners Mailing Labels & Map: Mailing labels (1 set) with the name & address of all property owners & residents within 300 feet, not including street rights-of-way, (or 500 feet when adjacent to natural resource lands) of the subject property as shown on the records of the Snohomish County Assessor and a map outlining the adjacent properties.
- Traffic Study, if required: original & 4 copies
- Traffic Mitigation Offers, if required (City/Snohomish County): original & 4 copies
- Critical Areas Report, if required: original & 4 copies
- Wetland Mitigation Plan, if required: original & 4 copies
- Draft of proposed Covenants, if any: original & 4 copies
- Cultural Resource Study, if required: original & 1 copy
- One digital copy of plans and the information requested above on USB flash drive or CD in CAD program compatible with AutoCAD or Arc View.

Incomplete Application Packets will not be accepted

DRAWING REQUIREMENTS

**Drawing shall be 34" x 22" in size, drawn to a scale of 1" = 50' or larger.
Blue line or blackline prints and photo copies are acceptable.**

Construction & Engineering Plans

- Title block centered at top of drawing that includes the following:
 - Granite Falls;
 - Name of proposed development;
 - File No. _____; and
 - Section, Township, and Range.
- Sufficient description to define the location and boundaries, including bearing and distance, of the proposed development.
- Name, address, phone number, seal and signature of the registered engineer who prepared the plans.
- Date plan/map was prepared or revised, north arrow, graphic scale, and legend, if necessary.
- Name, address, phone number, of the applicant
- Scaled vicinity map with north arrow, outlining and shading the subject property and showing and labeling all roads within ½ mile of the subject property.
- Site Plan Information (in addition to the above):
 - Site address;
 - Legal description;
 - Total site area (acres/square footage);
 - Existing zoning;
 - Proposed number of units;
 - Proposed number of units per acre;
 - Recreation/Park area (acres/square footage);;
 - Open space (acres/square footage);
 - Road lineage;
 - Paved area acres/square footage and percentage of site;
 - Water supply/purveyor;
 - Sewage disposal/purveyor;
 - School district; and
 - Fire district.
 - Density Calculations:
 - Gross site area (square feet);
 - Net site area (square feet/acres);
 - Net site area (square feet/acres) multiplied by the number of allowable dwelling units/acre equals the maximum number of lots allowed.
- Minimum building setback lines.
- Any existing property lines within or adjacent to the proposed subdivision within 200 feet.

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- Contour lines at 5-foot elevation intervals or less (per GFMC 19.05.050). All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed subdivision.
- All existing and proposed street rights-of-way or easements within or adjacent to the proposed subdivision information:
 - Location;
 - Name;
 - Width; and
 - Pavement width.
- Location of existing and proposed utilities adjacent to or within the proposed subdivision:
 - Underground power lines,
 - Gas lines
 - Storm water lines
 - Stormwater treatment/detention/infiltration facilities
 - Sewer lines, and
 - Water mains.
- Location of all existing structures and private or community wells within the subject site and within 100 feet of the subject site.
- Location of tree-covered areas and location of individual trees or groups of trees over 8 inches in diameter.
- Grading and reclamation plan.
- Location of known or suspected
 - Soil or geological hazard areas;
 - Water bodies (rivers, ponds, creeks, and wetlands); and
 - Areas subject to flooding.
- Other information that may be required by the Designated Official in order to properly review the proposed development, including information required to determine the environmental impacts.

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