

## CITY OF MILL CREEK DEVELOPMENT APPLICATION -- COMPLETENESS CHECKLIST

In accordance with MCMC Section 14.05.020, every person proposing a development in the City shall schedule and attend a preapplication meeting to review the specific location, nature and attributes of the proposed development, specific application and permit requirements, application and other fees, the review process and estimated schedule, and applicable plans, policies and regulations. Applicants for development are also encouraged to schedule and participate in an informal meeting prior to the formal preapplication meeting to discuss and exchange information, in general terms, concerning the nature of the proposed development, City design and development standards, critical area regulations, design alternatives, required permits and approvals, and the review and decision process. It is important to note that conversations occurring prior to an application being deemed complete do not vest the project to regulations in place at the time of the conversation. Please call the Department of Community Development staff at (425) 745-1891 to schedule an informal or formal preapplication meeting.

### APPLICATION SUBMITTAL MATERIALS

**Unless City staff has indicated during the preapplication meeting that an item listed below is inapplicable for the proposed project, all items noted below must be submitted to constitute a complete application.**

	Application form fully completed (1 with original signature, plus 4 copies).
	Authorization to submit application from <u>all</u> underlying property owners (1 with original signature, plus 4 copies).
	Payment of application processing fees pursuant to MCMC 3.42.
	Preliminary Plat/Binding Site Plan/Short Subdivision Map (must include site data calculations). (5 copies) Please refer to MCMC Section 16.04.020, 16.06.040 and 16.12.080 for specific requirements.
	A current topographic survey. Contour lines in areas to be developed shall be at two (2) foot intervals, or as specified by the City Engineer. Five (5) foot intervals may be used in areas not to be developed. All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed development.
	Preliminary civil drawings – includes clearing and grading, utilities, storm drainage, road cross section and street/drive profiles, (6 copies).
	Preliminary storm drainage report, including down stream analysis, pursuant to MCMC Chapter 15.14, (1 with original signature, plus 2 copies).
	Project narrative describing the nature of the proposed development. Include any development regulation modification requests and justification, if any (MCMC 16.12) (5 copies).
	For Binding Site Plans and Planned Residential Developments, a general landscape plan is required, which indicates the location of existing vegetation to be retained, location of vegetation and landscaping structures to be installed, and the type of vegetation by common name (see requirements in MCMC Chapter 17.34).

	Tree survey, including all significant trees (6-inch or greater in diameter) in areas to be developed, pursuant to MCMC 15.10, (5 copies).
	If any of the trees are being removed and will be sold as timber, complete a Forest Practice Permit Application/Notification form (2 copies).
	Current title report, dated within thirty days, (3 copies).
	Legal description, (3 copies).
	Supplemental applications, if necessary (i.e., Variance, Right-of-Way Vacation, Conditional Use Permit, etc.), with supporting materials, (5 copies).
	Letter of water and sewer availability from appropriate water district (1 with original signature, plus 2 copies).
	SEPA Checklist and associated documents, pursuant to MCMC 18.04 and 18.06, (1 with original signature, plus 4 copies).
	Wetland delineation report / mitigation plan, if required (see MCMC Chapter 18.06). (1 with original signature, plus 4 copies) The City may retain a qualified consultant to review and confirm the applicant's reports, studies and plans, and the entire cost of such additional review shall be borne by the applicant. The City may require a deposit to cover the estimated cost of such review at the time an application is submitted, or thereafter as such additional review is determined necessary by the City. Please contact the Planning Department at (425) 745-1891 to set a pre-application meeting for your site and to determine if a deposit will be required at submittal.
	Geotechnical report for development areas, if required by the Director of Public Works or Building Official (see MCMC Chapter 15.12), (1 with original signature, plus 2 copies).
	Traffic study with distribution analysis, including required Snohomish County form (see requirements in MCMC Chapter 17.48), (1 with original signature, plus 2 copies).
	Assessor's map showing properties within a 500-foot radius of the property proposed for development; a list prepared by a title company of the names of all of the owners of property within 500 feet of the property proposed for development; and one set of mailing labels on stamped envelopes (with City of Mill Creek, 15728 Main Street, Mill Creek WA 98012 used as the return address).

Note: Upon a determination by the City that the application is complete, additional copies of several of the above items will be required for forwarding to appropriate agencies/board members as part of the Technical Review Committee, SEPA, Planning Commission and City Council review.

Prior to the public hearing, electronic copies of various plans will be required for incorporation into a PowerPoint presentation. Plans must be scanned in a TIF format and at a resolution of 400 dpi and be placed on CD media.