



Land Use Permits – Intake Submittal Checklist

This submittal checklist outlines the required documents for a permit application. This checklist will be used to determine a complete application. Applicants are responsible for ensuring that their submittal meets the requirements of this checklist prior to the intake appointment. The intake appointment occurs virtually and does not require in-person interaction. Please ensure that all materials are legible, appropriately contrasted and shall be in a digital format to be submitted electronically via the Seattle Services Portal.

General Application Requirements

- ☐ Statement of Financial Responsibility/Agent Authorization form
- ☐ Plan Set — See page two of this document
- ☐ Land Use Intake Submittal Checklist (this form)
- ☐ Intake Fees

Land Use Component Specific Application Requirements

- ☐ Administrative Conditional Use Residential Zones — Application in [Tip 211A](#)
- ☐ Administrative Conditional Use Commercial Zones Application — Application in [Tip 211B](#)
- ☐ Administrative Conditional Use Telecommunication projects — [Tip 211C](#), FCC Statement of Compliance
- ☐ Streamlined Design Review — [Tip 238B](#)
- ☐ Administrative Design review — [Tip 238](#)
- ☐ Full Design Review — [Tip 238](#)
- ☐ Environmentally Critical Areas Administrative Conditional Use — Application [Tip 329](#)
- ☐ Environmentally Critical Areas Exception — Application [Tip 328](#)
- ☐ Environmentally Critical Areas Variance — [Tip 330](#)
- ☐ Short Subdivision — [Tip 213A](#)
- ☐ Unit Lot Subdivision — [Tip 213A](#)
- ☐ Lot Boundary Adjustment — [Tip 213B](#)
- ☐ Full Subdivision — [Tip 213C](#)
- ☐ Rezones — [Tip 228](#)
- ☐ State Environmental Policy Act (SEPA) — [Tip 208](#), SEPA Checklist
- ☐ Special Exceptions — [Tip 201](#)
- ☐ Shoreline Substantial Development Permits — [Tip 209](#)
- ☐ Shoreline Variance — [Tip 209](#)
- ☐ Shoreline Conditional Use — [Tip 209](#)
- ☐ Temporary Use — [Tip 206](#)
- ☐ Variance — Application in [Tip 210](#)

Plan Set Requirements

- ☐ Applicant's name, address, email, and phone number
- ☐ Owner's name, address, email, and phone number
- ☐ Project site address
- ☐ King County Assessor's parcel number (APN)
- ☐ Legal Description
- ☐ Existing and proposed easement location and dimensions
- ☐ PDF Formatting and Electronic Plan Set requirements in [Tip 106](#)

Zoning Data Sheet

- ☐ Project Description
- ☐ Areas of use
- ☐ Number and type of dwelling units
- ☐ Existing and proposed uses
- ☐ Zoning designation and Zoning Overlays
- ☐ Outline of Land Use Code sections and calculations (average grade, parking, etc.)
- ☐ List of requested Land Use Code departures, waivers, and exceptions sought through Design Review or review process

Site Plan

- ☐ Enhanced Site plan per [Tip 103](#)

Landscape Plans

- ☐ [Director's Rule 11-2020](#)

Floor Plans

- ☐ Identify uses of all spaces on each floor
- ☐ Identify interior dimensions (inside surface of exterior walls) of floor plans for existing and proposed structures
- ☐ Dimension floor plans for each floor (if floors are identical, label as "Typical")

Elevations

- ☐ Show and label north, south, east, and west elevation views
- ☐ Show and dimensions exterior architectural features
- ☐ Show location of doors and windows.
- ☐ Identify the elevation of each floor
- ☐ Identify elevation at the top of the walls
- ☐ Identify elevations for roof and roof ridge
- ☐ Show height dimension

Sections

- ☐ Provide other building and site sections as needed
- ☐ Provide a driveway section showing driveway slope, including crest and sag
- ☐ Provide a section showing parking aisle slope