



Counter Complete Checklist

This checklist includes all of the required information for submitting a COMPREHENSIVE PLAN OR DEVELOPMENT STANDARD AMENDMENT. It includes required information of the State Environmental Policy Act. Applications will not be processed until all of the following information is submitted and determined "Counter Complete."

- Predevelopment meeting summary (if applicable)
- Notification Map Application, completed and signed
- General Application, completed and signed
- Pre-application for Comprehensive Plan and Development Standard Amendments, and any additional comments from staff related to the Pre-application
- Supplemental application for Comprehensive Plan and Development Standard Amendments
- Environmental checklist, if required under SMC Chapter 17E.050
- For a map amendment, fourteen (14) copies of the site plan, drawn to a minimum scale of 1"=100', on a sheet no larger than 24"x36", which will include all of the following:

- Applicant's name, mailing address and phone number
- Section, township and range
- North arrow and scale
- Legal description
- Dimensions of property and property lines
- City limits and section lines
- Existing utilities in adjoining right-of-way
- Existing streets, alleys, major easements or public areas
- Location of existing buildings
- Unstable slopes (if applicable)
- Wetlands (if applicable)
- Water courses such as streams, rivers, etc. (if applicable)
- Flood plains, flood fringe or flood way (if applicable)
- Significant habitat or vegetation (if applicable)

- For a text amendment, instead of the site plan, please include the proposed amendment with the text to be added underlined and the text to be deleted with ~~strikeouts~~.
- Additional application information may be requested and may include, but is not limited to, the following: critical area studies, noise studies, air quality studies, visual analysis, transportation impact studies, geotechnical and wetland studies
- Planning Services Department filing fees, as required under SMC Chapter 8.02