



# Certificate of Compliance

## Counter Complete Checklist

This checklist includes all of the required information for submitting a CERTIFICATE OF COMPLIANCE. 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)
- Audio tape or the community meeting proceedings, list of attendees, copy of the notice of community meeting and affidavits of posting/ mailing the notice
- General Application, completed and signed
- Supplemental application for Certificate of Compliance, completed and signed
- Environmental checklist, if required under SMC Chapter 17E.050
- Planning Services Department filing fees, as required under SMC Chapter 8.02
- Fourteen (14) copies of the site plan, prepared by a licensed surveyor, and drawn to a minimum scale of 1"=100', on a sheet no larger than 24"x36", which will include all of the following:

- Property dimensions
- Location and dimensions of all existing and proposed physical improvements
- Location and type of landscaping
- Walkways and pedestrian areas
- Existing and proposed off-street parking areas, access drives and driveway drops
- Refuse facilities
- Significant natural features such as slopes, trees, and rock outcrops including critical areas
- Location, type & dimension of all existing and proposed easements

- One 8½" x 11" reproducible copy of the site plan
- Copies of building permits or other data necessary to demonstrate the building was erected in good faith and all reasonable efforts were made to comply with the code
- Written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested
- Other plans, such as building elevations, landscaping plans or sign plans, which are determined by the permitting department to be necessary to support the application
- 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 and transportation impact studies