Critical Area Permit (CAP) Submittal Requirements

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The following checklist identifies information to be included with the application for Critical Area Permit (CAP). ***All of the following information must be submitted and the application fees must be paid*** before the application is deemed complete. Please refer to the Woodland Municipal Code (WMC) 15.08 for more information.

I) Application Fees **–** See the fee schedule. The check shall be made payable to "City of Woodland". Additional applicable fees will be charged if other applications are attached including Site Plan Review, Subdivision Preliminary Plat, Variance, etc.

1. **Land Use Application Form –** Shall be completed and the original signed by the applicant.

2. **Ownership Certification**

3. **"Request for Utility Services" Form, if applicable.**

4. **Completed SEPA Checklist, if applicable -** Shall be completed and returned with the appropriate fee.

5. **Completed Critical Areas Checklist -** If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to WMC 15.08. Submit with the applicable fee.

6. **Legal Description –** Supplied by a title company or surveyor licensed by the State of Washington.

7. **Narrative** - A written narrative shall address the following items:

   a) A description of the Critical Areas.
   b) A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
   c) A general description of the property as it now exists including its physical characteristics, improvements, and structures.

d) A general description of the vicinity of the proposed project including identification of the adjacent uses, structures, improvements, intensity of development, and physical characteristics.

8. Construction Administration and Inspection Expense Agreement

II) Eight (8) folded and collated copies of the following information:

Site Plan – i) full size copies (24" x 36") drawn to scale (not less than 1"= 20' and not more than 1"=50') and **ii) reduced copies** (11" x 17" or 8.5" x 11") showing at a minimum the following:

a) Project name, date, scale, and north arrow.
b) Applicant's name, address, phone and fax numbers, and email address.
c) Property owner's name, address, phone and fax numbers, and email address.
d) Contact person's name, address, phone and fax numbers, and email address.
e) Legal description including Section, Township, Range, and Donation Land Claim.
f) Vicinity map.
g) Location of the City Limit or Urban Growth Boundary (UGB), if applicable.
h) Parcel numbers of the existing parcels.
i) Location and description of the environmental features including Critical Areas.
j) The existing and proposed contours with intervals of five (5) feet or less if the site has steep slope(s) greater than 10%.
k) The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the site is located within the 100-year floodplain.
l) The ordinary high water mark boundaries surveyed by a professional surveyor or engineer.
m) The square footage of the subject property.
n) Location and length of the property lines.
o) Existing and proposed structures on the site.
p) Identify use(s) of all existing and proposed structures.
q) Setbacks to all existing and proposed structures from the property lines.
r) Location of existing and proposed streets, curbs, gutters, sidewalks, driveways, drive isles, off-street parking, railroads, alleys, loading areas, bicycle parking, and pedestrian and bicycle pathways, if applicable.
s) Widths of existing and proposed streets.
t) Area(s) proposed to be dedicated, if applicable.
u) Existing and proposed parking lots and parking calculations.
v) Outside storage area, if any.
w) Location of existing and proposed private and public easements.

x) Location and dimensions of all existing and proposed above ground and below ground utilities.

y) Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.

z) Location and dimensions of existing and proposed recreational areas and open spaces, if applicable.

aa) Location and dimension of all existing and proposed fences, if applicable.

bb) Location and dimension of all existing and proposed signs, if applicable.

cc) Proposed lighting plan, if applicable.

dd) Proposed landscaping plan, if applicable.

ee) Building elevation plans on all sides for all proposed buildings and structures.

ff) Floor plans for all proposed structures, if applicable.

gg) Any additional information determined to be necessary to demonstrate compliance with any other portions of the Woodland Municipal Code (WMC).