Similar Use Determination (SUD) Submittal Requirements

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The following checklist identifies information to be included with the application for Similar Use Determination (SUD). ***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 applicable section of the Woodland Municipal Code (WMC) Chapter 17.76.040.

I) Application Fees **–** See the fee schedule. Checks shall be made payable to the "City of Woodland". Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, or Shoreline Substantial Development Permit, etc.

1. **Land Use Application Form -** Shall be completed and 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 signed. Submit with the applicable 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. **Shoreline Substantial Development Permit, if applicable**

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

8. **Traffic Impact Analysis (TIA)** - If required by the Public Works Director.

9. **Narrative** - A written narrative shall be submitted that elaborates how the proposed use is similar to a permitted use in the zoning district. Explain the potential impacts on the site and adjoining areas concerning compatibility of uses, traffic circulations, utilities (water, sewer, and storm drain), natural and constructed environments, hours of operations, etc.

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 all existing parcels.
i) Location and description of the environmental features including Critical Areas, if applicable.
j) The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the subject property is located in the 100-year floodplain.
k) The ordinary high water mark boundaries surveyed by a professional surveyor or engineer if the subject property is located within 200 feet from a river, stream, lake, etc.
l) Square footage of the subject property.
m) Location and length of property lines.
n) Location and size of the existing and proposed structures on site.
o) Identify use(s) of all existing and proposed structures.
p) Setbacks to all existing and proposed structures from the property lines.
q) 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.
r) Widths of existing and proposed streets.
s) Area(s) proposed to be dedicated, if applicable.
t) Existing and proposed parking lots and parking calculations.
u) Outside storage area, if any.
v) Location of existing and proposed private and public easements.
w) Location and dimensions of all existing and proposed above ground and below ground utilities.
x) Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.
y) Location and dimensions of existing and proposed recreational areas and open spaces, if applicable.
z) Location and dimension of all existing and proposed fences, if applicable.
aa) Location and dimension of all existing and proposed signs, if applicable.
bb) Proposed lighting plan, if applicable.

cc) Proposed landscaping plan, if applicable.

dd) Building elevation plans on all sides for all proposed buildings and structures, if applicable.

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

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