



DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST

In accordance with MCMC Section 14.05.020, every person proposing a development in the City shall schedule and attend a pre-application meeting to review the specific location, nature, and attributes of the proposed development, specific application and permit requirements, application and other fees, the review process and estimated schedule, and applicable plans, policies, and regulations. Applicants for development are also encouraged to schedule and participate in an informal meeting prior to the formal pre-application meeting to discuss and exchange information, in general terms, concerning the nature of the proposed development, City design, and development standards, critical area regulations, design alternatives, required permits and approvals, and the review and decision process. It is important to note that conversations occurring prior to an application being deemed complete do not vest the project to regulations in place at the time of the conversation. Please call the Department of Community and Economic Development staff at (425) 551-7254 to schedule an informal or formal pre-application meeting. The City accepts land development applications digitally through www.MyBuildingPermit.Com (MBP).

APPLICATION SUBMITTAL MATERIALS

Unless City staff has indicated during the preapplication meeting that an item listed below is not applicable for the proposed project, all items noted below must be submitted to constitute a complete application.

	Authorization to submit application from <u>all</u> underlying property owners.
	The applicant will be invoiced through MBP for application processing fees pursuant to MCMC Chapter 3.42.
	Preliminary Plat/Binding Site Plan/Short Subdivision Map (must include site data calculations). Please refer to MCMC Section 16.04.020, 16.06.040 and 16.12.080 for specific requirements.
	A current topographic survey. Contour lines in areas to be developed shall be at two (2) foot intervals, or as specified by the City Engineer. Five (5) foot intervals may be used in areas not to be developed. All contour lines shall be extended into the adjacent property at a sufficient distance to show the topographical relationship of adjacent property to the proposed development.
	Preliminary clearing and grading permit drawings – include road, grading, drainage, erosion control, and associated engineering plans.
	Preliminary storm drainage report, including down stream analysis pursuant to MCMC Section 15.14.060 and MCMC Section 16.04.020.B.3, and a feasibility analysis of the use of Low Impact Development (LID) facilities.
	Project narrative describing the nature of the proposed development. Include any development regulation modification requests and justification, if any (MCMC 16.12.040).
	For Binding Site Plans and Planned Area Developments, a general landscape plan is required, which indicates the location of existing vegetation to be retained, the location of

	vegetation and landscaping structures to be installed, and the type of vegetation by common name (see requirements in MCMC Chapter 17.34).
	Tree survey, including all significant trees (6-inch or greater in diameter) in areas to be developed, pursuant to MCMC 15.10. Note: If any of the trees are being removed and will be sold as timber, complete a Forest Practice Permit Application/Notification form.
	Current title report, dated within thirty days of application submittal.
	Legal description.
	Supplemental applications, if necessary (i.e., Variance, Right-of-Way Vacation, Conditional Use Permit, etc.), with supporting materials.
	Letter of water and sewer availability from appropriate water/sewer district.
	SEPA Checklist and associated documents, pursuant to MCMC Chapters 18.04 and 18.06.
	For all projects in the East Gateway Urban Village, LEED Checklist and narrative stating how compliance is proposed pursuant to MCMC Section 17.19.050.
	Critical Area Report / Mitigation Plan, if required (see MCMC Chapter 18.06). The City will retain a qualified consultant to review and confirm the applicant's reports, studies, and plans, and the entire cost of such additional review shall be borne by the applicant. If consultant review is required, staff will provide the applicant with a Task Authorization containing an approximate cost as soon as possible. The City will pay the consultant directly once the work has been completed and the applicant will be invoiced for reimbursement through MBP.
	Geotechnical report for development areas, if required by the City Engineer or Building Official.
	Traffic study with City mitigation offer, trip generation, LOS, and distribution analysis, including required Snohomish County Traffic Worksheet and Mitigation, Offer forms
	<p>Assessor's map showing properties within a 500-foot radius of the property proposed for development. A list prepared by a title company of the names of all of the owners of property within 500 feet of the property proposed for development.</p> <p>Envelopes addressed to property owners identified on the above list, using the City of Mill Creek, 15728 Main Street, Mill Creek WA 98012 as the return address, and stamped with the applicable postage will be requested by City staff at the time the SEPA determination is issued. These envelopes will be used to mail the public hearing notice to the surrounding property owners.</p> <p>Please note that projects requiring administrative approval with public notice are only required to notify adjacent property owners, pursuant to MCMC Section 14.09.020. In this case, provide only labels and postage will be invoiced later.</p>