

# Reasonable Use Exception Checklist

If you are submitting an application for a Reasonable Use Exception, please use this checklist to help ensure that your submittal is complete.

The following must be submitted for a Reasonable Use Exception to be deemed complete by the City, unless the Planning Director determines that a particular item is not applicable to the application being submitted.

### Three (3) paper copies and one electronic version of the following are required for all land use division proposals:

- Application contents for all reasonable use proposals:**
  - Application Form.**
  - Vicinity sketch.** A key plan showing the location of the subject property at a scale of not more than four hundred feet to the inch or smaller
  - Project Narrative.** Response to the criteria listed in LFPMC 16.16.250 (C) (1-4).
  - Title report.** The report must be dated by the title company within 30 days of the date the application was submitted to the City, confirming that the title of the lands as described and shown in the plat is in the name of the applicant or proof of authorization by owner
  - Scaled (1"=20') Site Plan Prepared by a Licensed Civil Engineer or Licensed Surveyor.**
    - All existing structures on the subject site, and an indication of whether they will be removed or retained
    - Existing and proposed property lines of the site
    - Proposed access to the site, including vehicular, emergency and utility access
    - Existing and proposed easements and rights-of-way across the site
    - The location of all property lines abutting or connecting to the site
    - Location of all public and/or private utility service lines, including water, sewer, storm, and underground telephone or cable service lines
- Identification of the source of water supply for each habitable structure, including water line and fire hydrant locations
- Identification of the method of sanitary sewage disposal, including sewer lines
- Location of existing and proposed stormwater control/conveyance on or across the site
- All environmentally critical areas and their buffers, and /or building setbacks
- The location, ownership, width and name, where applicable, of all existing and proposed access drives, streets, public ways, easements, or other rights-of-way and watercourses within the plat and within two hundred feet of the plat
- Name, address, telephone number and official seal of the licensed professional engineer
- Contour lines in areas to be developed shall be at two-foot intervals, or as specified by the city engineer. Five-foot intervals may be used in areas not to be developed. (see WAC 332-130-145)
- All contour lines shall be extended into adjacent property at least 100 feet to show the topographical relationship of adjacent property to the proposed development
- A legend identifying all existing and proposed boundary lines, drainage facilities, utilities, roadway sections, erosion control facilities, grading, critical areas, buffers, and other required items specified above
- Topographical information must be created within one year of submittal date
- Critical Areas (LFPMC 16.16).** A critical area report is required (LFPMC 16.16.110). See below for specific information:
  - Wetlands.** A wetlands delineation and categorization report from a qualified professional that classifies the wetland area,

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and depicts its location and buffer graphically. The report shall contain information on proposed project impacts, performance standards, and mitigation and monitoring (if required). See LFPMC 16.16.110)

- Streams.** A stream delineation and categorization report from a qualified professional that classifies the stream area, and depicts its location and buffer graphically. The report shall contain information on proposed project impacts, performance standards, and mitigation and monitoring (if required). See LFPMC 16.16.110)
- Geotechnical.** A geotechnical report from a Washington State licensed geotechnical engineer that classifies the critical area pursuant to LFPMC 16.16.040 (G), (J), (W), and/or LFPMC 16.16.300. The report shall also discuss and analyze the proposed project impacts, analyze each specific alteration criteria, and discuss mitigation and monitoring provisions.
- Aquifer Recharge Areas.** A critical area report that designates and provides development standards for all aquifer recharge areas per LFPMC 16.16.410-420.
- Fish and Wildlife Habitat Conservation Areas.** A critical area report that identifies, and discusses the development standards, and requirements for fish and wildlife habitat conservation areas per LFPMC 16.16.380.
- Trees and On-site Vegetation (LFPMC 16.14).** Information on trees and onsite vegetation shall be included:
  - Tree Inventory. A tree inventory prepared by a qualified arborist that includes the following information, at minimum, for all on-site significant trees and any off-site significant trees that may be impacted by proposed development: information on tree species, diameter at breast height, critical root zone, interior critical root zone, condition (health), risk level, existing and proposed canopy coverage.
- A scaled (1"=20') site plan detailing the location of property lines, critical areas and buffers, critical and interior critical root zones of all trees, existing and proposed utilities, 2 foot contours, and existing and proposed structures
- Arborist Report. An arborist report to include, at minimum, trees in the vicinity of construction that could be impacted by the proposed development activity, trees to be removed and protected, tree protection fence location, timeline for tree protection activities, list of protection measures and conditions to be taken during all development activities to ensure code compliance during development activities.
- Trees proposed for removal shall provide a report from a certified Arborist consistent with applicable portions of LFPMC 16.14.
- Geotechnical Engineering report.** (See the Geotechnical Engineering Checklist Help Topic). The report must be signed and stamped by a qualified professional as defined in [LFPMC 16.16](#), and include:
  - Information on soil types and their feasibility, as determined by [LFPMC 16.24](#), for LID storm water purposes
  - Recognition whether geological hazards exist on subject property or neighboring property
  - When applicable, recommendations regarding the proximity of proposed improvements to any existing geologically hazardous areas
- Preliminary Technical Information Report (TIR).** A report which describes the proposed stormwater management plan including runoff calculations,

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documentation that the minimum technical requirements of the [King County Surface Water Design Manual](#) as adopted by the city have been met, upstream and downstream analysis, a maintenance plan for any new stormwater facilities and existing and proposed drainage facilities for the site and adjacent areas as specified by the requirements of [LFPMC 16.24](#)

- SEPA compliance.** Either a completed SEPA checklist or demonstration that the land division proposal meets categorical SEPA Exemptions listed in [WAC 197-11-800](#)
- Certificates of water and sewer availability** from the purveyors
- (2) sets of the names and mailing addresses** in written and electronic format of the owners and residents of adjacent property within 300 feet along with pre-stamped, addressed envelopes
- The name, address and telephone number** of the developer and all owners of the property and a current certificate of ownership (i.e., dated within 30 days of submittal) from a title company authorized to do business in this state confirming ownership
- Other information that may be required by the Planning Director or City Engineer in order to properly review and evaluate the proposed subdivision

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