



Development Services Division
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DSW-04

USE PERMIT SUBMITTAL WORKSHEET

WHAT IS THE PURPOSE OF A USE PERMIT AND THIS WORKSHEET?

All uses identified as either conditional or unclassified possess unique characteristics which make it impractical to automatically include it in any classes of use as set forth in the various zones defined in City's zoning code. Therefore, the purpose of the review is to determine if the characteristics of any such use is reasonably compatible with the type of uses permitted in surrounding areas and to stipulate conditions of approval as may reasonably assure that the basic purposes of the zoning regulations are served.

This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.

Application: Provide one (1) copy of a completed Master Development Application. An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/119>

Project Narrative: Provide five (5) copies. The narrative should provide a brief and thorough description of the project.

Title Certificate: Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

Site Plans: Please provide five (5) copies. The applicant shall submit a dimensioned plan drawn at a scale of 1" = 20'. The site plan shall contain the following:

- Date, Scale and North Arrow (oriented to the top of the paper/plan sheet).
- Subject property with all property lines dimensioned.
- Existing structures and distances to property lines.
- Square footage of lot(s) and of existing structures.
- Location of the nearest street(s), including alleys and other rights of way.
- Off street parking areas.
- Ground contours to adequately describe site conditions.
- Legal description of the property.

Notice Map: Provide one (1) copy of the plat layout on 8.5"x11" paper.

- Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.
- Certificate of Water Availability:** Please provide one (1) copy.
- Certificate of Sewer Availability:** Provide one (1) copy.
- Notice Map:** Provide one (1) copy of the plat layout on 8.5"x11" paper.
- Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.
- Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.
- Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.
- State Environmental Policy Act (SEPA) Documentation:** All use permits require a SEPA review in conjunction with the review of the use permit; therefore, the applicant shall provide two (2) copies of a complete SEPA Checklist. A word version of the SEPA checklist is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/1647>
- Environmental Documentation:** The site plan should show the distance from any environmental features defined in Chapters 18.86 and 14.40 DMMC. In the case of a steep slope show the toe and/or top of the slope. Show the boundary for all floodplains and wetlands and for water bodies please show the ordinary high water mark or the top of the bank of a stream. Provide a written explanation of the proposal's compliance with the criteria specified in Chapters 18.86 and/or 14.40 DMMC. Other plans, special studies, mitigation plans, or other information shall be provided as required for development within sensitive areas and their buffers per the City's Environmentally Critical Areas and Flood Hazard Codes. Provide three (3) copies.
- Geotechnical Report:** Provide two (2) copies if required.
- Preliminary Technical Information Report (TIR):** Provide three (3) copies. The City's Surface Water Management Engineer will determine if a TIR is warranted at the pre-application for the project.
- Traffic Impact Analysis (TIA):** Provide three (3) copies. The City's Transportation Engineer will determine if a TIA is warranted at the pre-application for the project.
- CD:** Provide a CD that contains all the PDF version of the studies and complete site plans.
- Additional Information Requirements:** Special studies or material requested by the City necessary for the review of the application.
- Application Fees:** As required by the current Development Services Fee Schedule.