



TOWN OF LA CONNER PROJECT PLAN REQUIREMENTS

PLANS FOR PERMIT APPLICATIONS:

Applications for all permits including, but not limited to, *certificate of authorization, change of use, conditional use, variance, lot line adjustments, floodplain permit, fill/grade/excavation permit, shoreline permit, and environmental checklist*, shall be made on forms provided by the Town of La Conner. Consult with the Planning Director for list details. The following information is required on all plans and shall reflect the most current information available.

1. Name, address and telephone number of property owner of record or certified designated agent, or the developer. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be submitted;
2. Complete legal description of the property including section, township and range;
3. Vicinity map drawn to scale showing the position of the proposed development, together with principal roads, town limits, and/or other pertinent orientation information;
4. A minimum of six sets of project plans on reproducible material at least 17x25 inches in size showing:
 - a. Name, address, and telephone number of property owner of record or certified designated agent, the developer and the land surveyor and/or registered engineer preparing the plat map;
 - b. Legal description of the property;
 - c. Existing zoning classification;
 - d. Scale of not less than 100 feet to the inch, and north arrow;
 - e. Benchmarks and ground elevation at mean sea level when all or a portion of the plat is located in the floodplain and contours with intervals of 95 feet;
 - f. Boundary lines and dimensions of entire tract and individual lots in square feet and/or acres;
 - g. Easements, existing public and private with location, name and width of any existing street and right-of-way within the area and 200 feet thereof. Grades, profiles and cross-sections of proposed streets;
 - h. Location of fire hydrants within 1,000 feet of the project site;
 - i. Location of any existing structures on site;
 - j. Availability and location of utilities including water, sewer, and storm water drainage;
 - k. Parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners of the property or dedication;
 - l. Distance to nearest body of water or critical area;
 - m. Existing or proposed parking areas;
 - n. Pedestrian and vehicular ingress and egress/circulation patterns;
 - o. Existing and proposed landscaping, vegetation, and trees;
 - p. Building site, dimensions, gross floor area, architectural elevations, setbacks, cross-sections and specifications;
 - q. Building floor plans with proposed use and occupancy of each room noted;
 - r. Proposed open space and percentage of impervious surface;
 - s. Lighting and signs as applicable;

OFFICE USE ONLY

Waivers of
Submittal
Requirements

- t. Buffer areas;
 - u. Aerial photograph, soils map, and topographic map as applicable;
 - v. Benchmark elevations provided on a FEMA Elevation Certificate and certified by a registered engineer or architect (100-year flood zone areas only);
 - w. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures and the extent to which any structure has been floodproofed (100-year flood zone areas only);
 - x. Registered architect/engineer/surveyor stamp and date;
 - y. Acknowledged signatures of property owners and notary public stamp as applicable;
 - z. Signature block for approval of planning commission and/or town council as applicable.
5. Section elevations taken near the centerline of any adjacent public right-of-ways showing proposed development and adjacent structures on the same block;
 6. Samples of proposed colors and materials (historic district only);
 7. Architectural inventory, if applicable;
 8. Economic analysis, if applicable;
 9. A survey map of reproducible material, at least 18 by 24 inches in size with two-inch margins, signed by a registered land surveyor and eight copies shall be required for subdivision, short subdivision or PURD applications containing all of the information in subsection (2) of this section;
 10. Evidence of title and title report;
 11. If lots are to be served by a private street, copies of applicable covenants or documents with provisions covering, but not limited to, ingress, egress, utility easements, and maintenance shall be furnished to the town and recorded with the county;
 12. Certification by a registered engineer or architect on a FEMA certificate that the floodproofing methods for any nonresidential structure meet floodproofing criteria must be submitted upon completion of the building and before a certificate of occupancy is issued, if applicable.
 13. The town clerk shall affix a file number and date received to the application and plans upon submittal and payment of fees. Fees are set by the town council shall be payable to the town clerk at the time of application. There is no historic design review permit required for maintenance and repair of existing structures. [Ord. 743 § 6, 1999.]
 14. Drainage plan
 15. Downstream analysis, if applicable
 16. Two sets of mail labels for Class II thru V permits only
 17. Geo-tech plan
 18. Wetland delineation and classification by certified wetland biologist
 19. Unless an applicant for a permit requests otherwise, all submitted applications shall be processed simultaneously to the extent that procedural requirements applicable to these actions permit simultaneous processing
 20. A presentation copy of the project plans (17" x 25") with color representation of project features.
 21. Reproducible copies of the plans in 8.5" x 11" format.