



# Land Use Application Checklist

Information about land use applications can be found in [PCC Chapter 18A.75](#).

This is the Submittal Standard Checklist referenced in [PCC 18.40.020 A](#) Form and Content.

Application Checklist		Administrative Use Permit	Conditional Use Permit	Minor Amendment	Major Amendment <sup>1</sup>	Nonconforming Use Permit	Planned Unit Development	Planned Development District	Site Development Variance (Stormwater)	Site Plan Review <sup>2</sup>	Variance/Administrative Variance	Zone Change (requires a PDD)
<a href="#">Master Application</a>		X	X	X		X	X	X	X	X	X	X
<a href="#">SEPA Checklist</a>		X	X			X	X	X				X
Required Findings		X	X			X	X	X	X	X	X	X
Site Plan		X <sup>3</sup>	X	X		X	X	X		X	X	X
Landscape Plan <sup>4</sup>	OK to combine		X				X	X		X		X
Recreation Plan							X	X				
Building Elevations										X		
Preliminary Health Application							X	X				

**Items marked with an "X" must be submitted to be considered a complete application.**

The following studies are not required for a complete application but may be needed prior to application approval.

- **Geotechnical Assessment or Report:** Required if the parcel is located within a Landslide/Erosion Hazard Area, usually when slopes are in excess of 15%. [PCC Chapter 18E.80](#)
- **Flood Study:** Required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps. [PCC Chapter 18E.70](#)
- **Mine Assessment:** Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area. [PCC Chapter 18E.40](#)
- **Wetland Review:** Required if development is proposed within 315' of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)
- **Traffic Study:** Usually required if the proposed development/use will generate 25 or more peak hour trips per day, according to the Trip Generation Manual. [PCC Section 17B.20.060](#)

<sup>1</sup> Please contact Planning staff for Major Amendment application requirements.

<sup>2</sup> Site Plan Review is required if a proposal deviates from a Title 18J design standard.

<sup>3</sup> A floor plan shall also accompany the site plan for all Cottage Industry applications.

<sup>4</sup> May be required per Countywide Design Standards and Guidelines- [PCC Chapter 18J.15](#).

## Instructions for the Land Use Application Checklist

**Master Application:** The Master Application must be **filled out completely and signed**. In the event the applicant is not the landowner; the landowner must provide authorization with a signature giving the agent/applicant authorization to act on his or her behalf.

**SEPA Checklist:** State Environmental Policy Act, required if project is not exempt in [WAC 197-11-800](#) and [PCC Title 18D](#). The signed form must be submitted with the application.

**Required Findings:** Review criteria specific to the application must be addressed by the applicant. A list of the required findings can be found on the website.

**Site Plan:** Draw to scale, show all property corners, existing and proposed structures, adjacent roads, open space, trail systems, and utilities. Also include on the site plan:

- **North Arrow**
- **Lot Dimensions** – Identify street names and show location of all driveways.
- **Building Footprint** – Include porches, walks, decks, rooflines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- **Setback Measurement** – Specify the distance between property lines and between buildings.
- **Septic System** – Include tanks, pump, tightline, primary and reserve drainfields.
- **Easements** – Such as, natural buffer areas, open space, green belts, utilities, roads.
- **Infiltration Trenches** – Check your plat for specific drywell requirements.
- **Off Street Parking and Circulation** – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- **Pedestrian Amenities** – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- **Hard Surfaces** – Identify the location and percentage of all existing and proposed hard surfaces (impervious and pervious).
- **Lighting** - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

**Landscape Plan:** See [PCC 18J.10.055](#) A.9. for information on who is qualified to prepare a plan. Include on this plan:

- **Landscape Buffers** – Include proposed landscape buffering to meet standards of [PCC 18J.15.040](#).
- **Parking Lot Landscaping** – Landscaping must meet the standards of [PCC 18J.15.090](#).
- **Plants** – Plants must meet the requirements of [PCC 18J.15.100](#) and [PCC 18J.15.110](#).
- **Native Vegetation Area** – Include site clearing and vegetation retention areas as required by [PCC 18J.15.020](#).
- **Trees** – Include Tree Inventory and Conservation Plan as required by [PCC 18J.15.030](#) and [18J.15.050](#).

**Recreation Plan:** For projects that require recreation space, refer to [PCC 18J.10.055.A.8](#) for plan requirements.

**Building Elevations:** Provide building elevations for all sides of the building subject to Title 18J design standards (see PCC 18J.10.055.A.4).

- **Building Elevations** – Include roof pitch, building height from finished grade, exterior door and window details, identification of siding and roof material.
- **Mechanical and Service Equipment** - Indicate the location and type of screening proposed.
- **Retaining Walls** – Show the location and elevations of rockeries and bulkheads.

**Health Plat Application:** [Tacoma Pierce County Health Department - Plat Application](#)