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.

<table>
<thead>
<tr>
<th>Application Checklist</th>
<th>Administrative Use Permit</th>
<th>Conditional Use Permit</th>
<th>Minor Amendment</th>
<th>Major Amendment</th>
<th>Nonconforming Use Permit</th>
<th>Planned Unit Development</th>
<th>Planned Development District</th>
<th>Site Development Variance</th>
<th>Site Plan Review</th>
<th>Variance/Administrative Variance</th>
<th>Zone Change (requires a PDD)</th>
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<tbody>
<tr>
<td>Master Application</td>
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<td>SEPA Checklist</td>
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<td>Required Findings</td>
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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](http://example.com)
- **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](http://example.com)
- **Mine Assessment**: Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](http://example.com)
- **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](http://example.com)
- **Wetland Review**: Required if development is proposed within 315’ of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](http://example.com)
- **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](http://example.com)

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¹ Please contact Planning staff for Major Amendment application requirements.
² Site Plan Review is required if a proposal deviates from a Title 18J design standard.
³ A floor plan shall also accompany the site plan for all Cottage Industry applications.
⁴ May be required per Countywide Design Standards and Guidelines- [PCC Chapter 18J.15](http://example.com).
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, rooftops, 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.10.040.
- **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