Administrative Special Use Permit Checklist

SKAGITCOUNTYWA.GOV

Each project is unique in its overall design, size, and configuration and is also distinctive as to property location, each of these factors may trigger additional requirements. Some properties have specific requirements based on environmental factors which will have an impact on the development proposal.

If you have any questions, please contact Ask a Permit Technician.

Required Applications

Applications listed below identified with "Yes" are required to obtain an administrative special use permit approval. The applications below **must be submitted before or at the same time** as the for the administrative special use permit application to be processed.

Applications not required at time of submittal may be requested during completeness determination or during the review process based on the specific project objectives.

Floodplain and Shoreline will be required if the parcel has known environmental impacts.

Checklists are available for each submittal type below.

Required	Application Type	Submitted/Approval Date
Yes	Critical Area Evaluation	
Yes	Lot Certification	
	On-Site Septic System	
	Drinking Water	

Administrative Special Use Submittal Checklist

Please upload the required attachments listed below; attachments must be in PDF format. During review project specific documents may be identified and required for resubmittal.

Required Documents		Additional Information
☐	Narrative	Complete the fillable narrative: see Land Use Forms
☐	Site Plan	See: Residential Site Plan Checklist
☐	Pre-development Meeting Notes or Pre-development Waiver	
☐	Public Water System Connection Form	Submit when water is serviced by a public entity.
☐	Proof of Sewage Disposal	Project is using an existing septic system; Public Health requires the following to be submitted: • Septic System Inspection Report (within the past 12 months) SCC 12.05.160 • Served by public sewer, please identify the public provider.
Project Specific Documents		**Additional Information**
☐	Agent Authorization Form	Owner is designating an agent to sign on their behalf.
☐	SEPA Checklist	See: Land Use Forms
☐	Engineered Drainage Report	Required based on the proposed amount of new or replaced impervious area and the amount of land disturbance.
☐	Parking Plan	
☐	Landscape Plan	
☐	Traffic Impact Analysis	
☐	Noise Study	
☐	Floor Plan	

IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

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