

16.06.070 Complete Application - required information.

- A. Unless stated elsewhere in Titles 16 through 18, a complete application includes all the materials listed in this subsection.
- B. The Director may waive the submission of any of these materials if not deemed to be applicable to the specific review sought.
- C. Likewise, within thirty (30) days of when the application is first submitted, the Director may require additional information, beyond that listed in this subsection or elsewhere in Titles 16 through 18, such as a traffic study or other report prepared by an appropriate expert.
- D. In any event, the applicant is responsible for the completeness and accuracy of the application and all of the supporting documentation, and the City will not deem the application complete until all information required by the Director has been submitted.
- E. At a minimum, the applicant must submit the following:
 - 1. One copy of a completed City application form that includes and may not be accepted without the following information:
 - a. An accurate legal description, tax account number(s), map and location of all properties that are the subject of the application.
 - b. Name, address, telephone number and authorization signature of all record property owners or contract owners, and the name, address and telephone number of the applicant, if different from the property owner(s).
 - 2. A complete list of the permit approvals sought by the applicant.
 - 3. Proof of ownership of the property, to the Directors satisfaction.
 - 4. A complete and detailed narrative description of the proposed development that describes existing site conditions, existing buildings, public facilities and services, presence of wetlands, steep slopes and other natural features, a discussion of the approval criteria for all permits required for approval of the development proposal that explains how the criteria are or can be met, and any other information indicated by staff at the pre-application conference as being required.
 - 5. The identity and contact person for any affected City-recognized neighborhood association.

6. Up to twelve (12) copies of all reports, plans, site plans and other documents required by the section of this code corresponding to the specific approval(s) sought.

7. Site Plan:

a. The applicant shall submit with the application a site plan showing the following:

- 1) All building locations with overhangs and critical dimensions;
- 2) Vehicle circulation;
- 3) Parking areas;
- 4) Landscaped areas;
- 5) Walkways;
- 6) Contours;
- 7) Utility lines;
- 8) Adjacent streets and right-of-ways; and,
- 9) Location of additional right-of-way dedication to improve that portion street.

b. At least one copy of the site plan and all related drawings shall be in a readable/legible 8½ by 11 inch format for inclusion into the City's bound record of the application.

8. Mailing labels:

a. The applicant shall submit five (5) sets of mailing labels in a format specified by the Director, for notice to all parties entitled under section 16.06.080 to receive mailed notice of the application.

b. The applicant shall use the names and addresses of property owners within the notice area indicated on the most recent property tax rolls.

9. All required application fees.