



CITY OF
SUMNER
WASHINGTON

City of Sumner Shoreline Conditional Use or Variance Permit Application

(Please fill out ALL fields unless otherwise noted)

Community Development
1104 Maple Street, Suite 250
Sumner, WA 98390
Tel. (253)299-5530 Fax: (253)299-5539
www.ci.sumner.wa.us

File Number: _____

Site/Project Address (if available):		Parcel #:		
Owner:	Phone:	Email:		
Owner Address:		City:	State:	Zip:
Surveyor/Engineer/Contractor:		Phone:	Contractor License Number:	
Address:	Email:	City:	State:	Zip:
Contact Person:	Phone:	Fax:		
Contact Address:	Email:	City:	State:	Zip:
Description of Project:				

Supporting Materials Required:

Office Applicant - (please check off all applicable "applicant" boxes)

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This Application Form and Checklist

Cover Letter

2 - Copies

Address the criteria listed in SMC 16.28 or 16.30 as applicable.

Site Plan (1:40 scale - No site plan required for interior tenant improvements)

1 - Copy (8.5" x 11")

Vicinity map

Project zoning

Property line dimensions

All public and private roads, driveway access and all easements (specify type on or adjacent to the site)

Existing and proposed fire hydrant locations and all water main sizes; if no hydrants on site, distance to the nearest hydrants

All major man-made features; drainage ditches, railroad tracks, etc.

Proposed building locations; setbacks from property lines and distance between structures proposed and Existing.

Building dimensions including height and number of stories

Paved and parking areas including parking locations, maneuvering areas, loading areas, handicapped stalls, walkways, etc

Type of construction

Proposed uses

Proposed landscaped areas

Outside storage areas, including type of surface and product to be stored

Proposed trash dumpster location

Proposed on-site utilities including sanitary sewer, storm drainage, water services (both domestic fire irrigation)

Type of detention/retention system and treatment for stormwater

Environmental constraints identified and delineated

Is the project in a flood zone? What is the base flood elevation?

APPLICATION CONTINUED ON PAGE 2



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Shoreline Diagrams	5 - Copies (11" x 17")
Mailing list of all property owners within 500 ft, 1000 if project is in M1 zone – electronically (Excel)	
Landscape Plan	5 - Copies (11" X 17")
Title Report	2 - Copies (8.5" x 11")
Legal Description	2 - Copies (8.5" x 11")
SEPA Checklist (Consult staff concerning fee)	5 - Copies (8.5" x 11")
Elevations (Design Review Required– please consult Planning staff)	5 - Copies (11" x 17")
Permit fee (Please consult the Permit Specialist for the fee amount)	

NOTES:

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

**BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)

SIGNATURE OF OWNER / AUTHORIZED AGENT

PRINTED NAME

DATE: ____/____/____