



SUBMITTAL REQUIREMENTS

PROCESS TYPE I APPLICATIONS

WHEN PROCESS TYPE I IS USED

References to Process Type I applications are found in several places in the Milton Municipal Code (MMC), indicating that the development, activity, or use, is permitted only with Type I Process approval. The following land use permits require Process Type I approval:

- Engineering and Utilities (MMC Titles 12, 13 and 16)
- Boundary Line Adjustments (MMC 16.29)
- Temporary Use (MMC 17.56)
- Critical Areas Review or Exemption (MMC 18.16)
- Final Short Plat (MMC 16.28)

HOW TO APPLY

- This form is to be used by an applicant as a guide in determining what constitutes a complete application.
- All items must be submitted to constitute a complete application.
- Applicant will be notified of a complete application within 28 days of submittal.
- A complete application does not imply compliance or conformance with applicable codes.
- Additional fees may be required for consultant review of application materials.

NOTIFICATION

No notification is required for Type I applications.

WHO MAKES THE DECISION

The land use administrator is the decision-maker for Process Type I applications. The land use administrator shall approve a project, or approve with modifications if the applicant has demonstrated the proposal complies with the applicable decision criteria of the Milton Municipal Code and all applicable development standards. The land use administrator issues the decision based on review and analysis of decisional criteria and the official file including application materials, any requests for revisions, and any associated correspondence.

APPEALS

There is no administrative appeal for decisions on Process Type I applications. A final city decision on a permit application for a Process Type I decision may be appealed to superior court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW.

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PROJECT NAME: _____

PROJECT DESCRIPTION: _____

APPLICANT/AGENT: _____

PROPERTY LOCATION

(address/parcel #): _____

Required	Submitted	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed Master Application form, with notarized owner and agent signatures (Only for Engineering and Utilities, Final Short Plat, or Boundary Line Revision)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of ownership (deed or contract to purchase)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of current title report or plat certificate for the subject property (updated within 60 days – only for Boundary Line Adjustment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal description (including tax parcel numbers – only for Final Short Plat or Boundary Line Adjustment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prior Decisions/Permits Relevant to This Application

REQUIRED DRAWINGS AND PLANS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>THREE complete sets of all required drawings and plans and a flash drive (or link to cloud service).</p> <ul style="list-style-type: none"> • Minimum plan sheet size shall be 18 x 24 inches. • Plans shall be folded to 9 x 12 inches and stapled. • Minimum scale is 1" = 20' unless otherwise authorized. • Plans shall be prepared by a certified professional engineer, surveyor or landscape architect (licensed in the state of Washington) unless otherwise authorized.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey (only for Boundary Line Adjustments, Engineering and Utilities, or Final Short Plat)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Proposed Site Plan – (Only for Temporary Use) 2 copies</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s). • Name and phone number of owner/agent. • North arrow and bar scale. • Vicinity map.

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	<ul style="list-style-type: none">• Location and dimensions of existing and proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls.• Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per MMC Chapter 18.16, "Critical Areas".
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SPECIAL STUDIES AND ADDITIONAL INFORMATION

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Specific Critical Area Maps and Delineation Reports (only for Boundary Line Adjustment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional Information Requested by City

FINAL PLANS AND RECORDING DOCUMENTS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot Closure Calculations for Existing and Proposed Lots (only for Final Short Plat or Boundary Line Adjustment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Site Plan or Plat Map Sets (only for Engineering and Utilities, Final Short Plat or Boundary Line Adjustment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposed Covenants for Maintenance (only for Final Short Plat)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Installation and Maintenance Agreements with Sureties (only for Final Short Plat)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of Approved Project for signature and recording (only for Final Short Plat or Boundary Line Adjustment)

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