



LAND USE

- Information about land use applications can be found in [PCC Chapter 18A.75](#).
- **Instructions** for each item listed on this checklist are included **on the next page of this form**.

Parcel Number _____

Application Checklist*		Administrative Use Permit	Conditional Use Permit	Minor Amendment	Nonconforming Use Permit	Planned Unit Development	Planned Development District	Site Development Variance (stormwater)	Site Plan Review ¹	Variance / Administrative Variance	Zone Change (requires a PDD)	Received
Major Amendment												
An "X" in the box means you must submit this item electronically for a complete application.												
Master Application		X	X	X	X	X	X	X	X	X	X	
Required Findings		X	X		X	X	X	X		X	X	
SEPA Checklist		X	X		X	X	X				X	
Site Plan	OK TO COMBINE	X ²	X	X	X	X	X		X	X	X	
Landscape Plan ³			X			X	X		X		X	
Recreation Plan						X	X					
Building Elevations									X			
Preliminary Health App.						X	X					

*This application checklist is the Submittal Standard Checklist referenced in [PCC 18.40.020 A](#), Form and Content.

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](#)
- **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](#)
- **Mine Assessment:** Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **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](#)
- **Wetland Review:** Required if development is proposed within 315' of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)
- **Traffic Study:** Is 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](#)

¹ Site Plan Review is required if a proposal deviates from a [Title 18J](#) design standard.

² A floor plan shall also accompany the site plan for all Cottage Industry applications.

³ May be required per Countywide Design Standards - [PCC Chapter 18J.15](#).

Instructions for the Land Use Application Checklist

Visit our Website to [Find a Form or Handout](#)

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 are available on the PALS 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, rooflines, 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 For [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.15.040](#).
- Parking Lot Landscaping** – Landscaping must meet the standards of [PCC 18J.15.090](#).
- Planting and Irrigation** – Plans 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](#).

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: May be found online at the Tacoma Pierce County Health Department - [Plat Application](#).

Recreation Plan: For projects that require recreation space, refer to [PCC 18J.10.055 A.8](#) for plan requirements.

For Office Use Only	
App Type	
Planning Fee Code	
Accepted as complete by	