



## Zoning Text Amendment Submittal Requirements

P.O. Box 9, 230 Davidson Avenue  
Woodland, WA 98674  
<http://www.ci.woodland.wa.us>  
(360) 225-1048 / FAX # (360) 225-7336

The following checklist identifies information to be included with the application for Zoning Text Amendment(s). **All of the following information must be submitted and the application fees must be paid** before the application is deemed complete. Please see the Woodland Municipal Code (WMC) Chapter 17.84 for more information.

**I) Application Fees** - See the fee schedule. Checks shall be made payable to the “City of Woodland.”

**II) Two (2) folded and collated copies of the following information:**

- 1. Land Use Application Form** - Shall be completed and signed by the applicant.
- 2. Completed SEPA Checklist** - Shall be completed and signed.
- 3. Narrative** - A written narrative addressing the reasons for the request and the applicable goals, objectives, and policies of the Woodland Comprehensive Plans.
- 4. Vicinity Map – i) reduced copies** (11” x 17” or 8 1/2” x 11”) highlighting the zoning district(s) or subject properties that would be affected by the proposed text amendments.
- 5. Future Development Plan, if applicable.**

## **SEPA ENVIRONMENTAL CHECKLIST**

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:*** [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Instructions for Lead Agencies:***

Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

### ***Use of checklist for nonproject proposals:*** [\[help\]](#)

Please complete all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. ADDITION, complete the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). For nonproject actions.

#### A. BACKGROUND [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)
2. Name of applicant: [\[help\]](#)
3. Address and phone number of applicant and contact person: [\[help\]](#)
4. Date checklist prepared: [\[help\]](#)
5. Agency requesting checklist: [\[help\]](#)
6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

## **B. ENVIRONMENTAL ELEMENTS** [\[help\]](#)

### **1. Earth**

a. General description of the site [\[help\]](#)

(circle one): Flat, rolling, hilly, steep slopes, mountainous,  
other \_\_\_\_\_

b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland. [\[help\]](#)

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill. [\[help\]](#)
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

## 2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

## 3. Water

- a. Surface Water: [\[help\]](#)
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)
  - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)
  - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)
  - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)
  - 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

b. Ground Water:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known. [\[help\]](#)
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)
- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: [\[help\]](#)

4. **Plants** [\[help\]](#)

a. Check or circle types of vegetation found on the site: [\[help\]](#)

- \_\_\_\_\_ deciduous tree: alder, maple, aspen, other
- \_\_\_\_\_ evergreen tree: fir, cedar, pine, other
- \_\_\_\_\_ shrubs
- \_\_\_\_\_ grass
- \_\_\_\_\_ pasture
- \_\_\_\_\_ crop or grain
- \_\_\_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- \_\_\_\_\_ water plants: water lily, eelgrass, milfoil, other
- \_\_\_\_\_ other types of vegetation

b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

c. List threatened or endangered species known to be on or near the site. [\[help\]](#)

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

## 5. Animals

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site: [\[help\]](#)

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

- b. List any threatened or endangered species known to be on or near the site. [\[help\]](#)
- c. Is the site part of a migration route? If so, explain. [\[help\]](#)
- d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

## 6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

## 7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)

1) Describe special emergency services that might be required. [\[help\]](#)

2) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)

**b. Noise**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)
  
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)
  
- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

**8. Land and shoreline use**

- a. What is the current use of the site and adjacent properties? [\[help\]](#)
  
- b. Has the site been used for agriculture? If so, describe. [\[help\]](#)
  
- c. Describe any structures on the site. [\[help\]](#)
  
- d. Will any structures be demolished? If so, what? [\[help\]](#)
  
- e. What is the current zoning classification of the site? [\[help\]](#)
  
- f. What is the current comprehensive plan designation of the site? [\[help\]](#)
  
- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)
  
- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify. [\[help\]](#)
  
- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)
  
- j. Approximately how many people would the completed project displace? [\[help\]](#)
  
- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

## 9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)
- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

## 10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)
- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)
- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

## 11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)
- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)
- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)
- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)



## 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)
- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

## 13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe. [\[help\]](#)
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site. [\[help\]](#)
- c. Proposed measures to reduce or control impacts, if any: [\[help\]](#)

## 14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)
- c. How many parking spaces would the completed project have? How many would the project eliminate? [\[help\]](#)
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)
  
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur. [\[help\]](#)
  
- g. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

**15. Public services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe. [\[help\]](#)
  
- b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

**16. Utilities**

- a. Circle utilities currently available at the site: [\[help\]](#)  
 electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
 other \_\_\_\_\_
  
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)

**C. SIGNATURE [\[HELP\]](#)**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Name of signee \_\_\_\_\_

Position and Agency/Organization \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS** [\[help\]](#)

**(IT IS NOT NECESSARY** to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment in .

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.



# City of Woodland Fee Schedule

## PUBLIC WORKS FEES

<b>Roadway Access (ROW Permit required)</b>	
Building permits for curb cuts	\$ 5.00 In ft
<b>Construction Hydrant Meter Rental</b>	
Damage deposit (Refundable)	\$ 250.00
Connect/Disconnect Fee (Non-Refundable)	\$ 70.00
Minimum Water Usage (600 CF)	\$ 70.74
	plus \$ 1.84/100 CF
Daily Rental Fee	\$ 5.00
<b>Latecomer Agreement</b>	
Water/Sewer or Street	\$300.00
(Engineering and survey work provided by applicant)	
<b>Right-of-Way Permit</b>	
If pavement is NOT disturbed	\$ 50.00
If pavement is disturbed	\$ 100.00
<b>Street Sign</b>	\$ 100.00

## ASSESSMENT/IMPACT FEES

<b>Water Service Assessment</b>	
5/8" or 3/4" service	\$ 2,940.00
1" service	\$ 3,885.00
1-1/2" service	\$ 6,510.00
2" service	\$ 10,080.00
3" service	\$ 20,475.00
4" service	\$ 34,860.00
<b>Water Meter Deposits</b>	
5/8" or 3/4" meter	\$ 630.00
1" meter	\$ 683.00
1-1/2" meter	\$ 840.00
2" meter	\$ 998.00
3" meter	\$ 1,418.00
4" meter	\$ 1,785.00
<b>Sewer Service Assessment</b>	
5/8" or 3/4" service	\$ 4,463.00
1" service	\$ 5,513.00
1-1/2" service	\$ 8,400.00
2" service	\$ 12,338.00
3" service	\$ 23,888.00
4" service	\$ 40,688.00
<b>Sewer Service Inspection</b>	
New sewer	\$ 100.00

Repair sewer	\$ 50.00
<b>Park/Recreation Impact Fee</b>	
Single Family Dwelling	\$ 1,116.00
Multi-Family Dwelling (per unit)	\$ 831.00
<b>Fire Impact Fee</b>	
Single Family Dwelling	\$ 1,530.00
Multi-Family Dwelling (per unit)	\$ 1,426.00
Commercial/Industrial	\$ 0.51 sq ft
<b>School District Impact Fee</b>	
Single Family Dwelling	\$ 2,750.00
Multi-Family Dwelling (per unit)	\$ 650.00
<b>Transportation Impact Fee</b>	\$ 0

## BUILDING DEPARTMENT FEES

<b>Building Permit</b> - Based on total fair market value of work to be done per fee resolution.	
<b>Electrical Permits</b> - Contact the Cowlitz County Department of Labor & Industries at (360) 575-6900.	
<b>Grading Permit</b> - Per fee resolution.	
<b>Inspections</b> - Re-inspection fee \$66 per hour (minimum one hour). For other inspections see fee resolution.	
<b>Plan Review</b> - 65% of permit cost. Two or more <u>identical</u> R-3 buildings 50% of the original plan review fee.	
<b>Plumbing/Mechanical Permit</b> - \$40/\$35 for issuance plus fixture costs. See fee resolution.	
<b>Other</b>	
Building Demolition	\$ 55.00
Commercial Coach Placement	\$ 250.00
Fence (3' or higher)	\$ 55.00
Floodplain Development	\$ 100.00
Re-roof Residential	\$ 55.00
Re-roof Commercial	\$ 100.00
Solid Fuel Burning Appliance (woodstove)	\$ 55.00
<b>Sign</b>	
Wall	\$ 100.00
Roof, or projecting	\$ 125.00
Window, Monument	\$ 75.00
Freestanding	\$ 145.00
If initiated by Code Enforcement	\$ 300.00

## LAND USE/PLANNING FEES

<b>Pre-Application Conference</b>	\$ 350.00
<b>Annexation</b>	
Notice of Intention	\$ 250.00
Petition: 10 acres and under	\$ 1,200.00 <sup>(1)</sup>
Over 10 acres	\$ 1,500.00 <sup>(1)</sup>
<b>Comprehensive Plan Amendment</b>	
Text Amendment	\$ 2,000.00 <sup>(1)</sup>
Map Amendment	\$ 2,000.00 <sup>(1)</sup>
<b>Zoning Amendment</b>	
Text Amendment	\$ 2,500.00 <sup>(1)</sup>
Map Amendment	\$ 2,500.00 <sup>(1)</sup>
<b>Environmental Review</b>	
SEPA Checklist Processing	\$ 650.00
SEPA EIS Processing	\$ 500.00 <sup>(1)</sup>
<b>Critical Areas Permit</b>	\$ 600.00 <sup>(1)</sup>
<b>Shorelines</b>	
Substantial Development Permit	\$800.00+HE's cost <sup>(1)</sup>
SDP+Conditional Use <u>or</u> Varianc	\$900.00+HE's cost <sup>(1)</sup>
Conditional Use <u>or</u> Variance w/o SDP	\$ 600.00
Exemption	\$ 100.00
<b>Site Plan Review</b>	\$ 400.00 minimum
	\$110.00 per 1,000 sq ft of building up to 25,000 sq ft <sup>(1)</sup>
	Plus \$25.00 per 1,000 sq ft above 25,000 sq ft <sup>(1)</sup>
	(not to exceed \$10,000.00)
<b>Conditional Use</b>	
Conditional Use	\$ 2,500.00 per application <sup>(1)</sup>
Admin. Conditional Use	\$ 700.00 per application <sup>(1)</sup>
<b>Temporary Use</b>	
Admin. Temporary Use	\$ 100.00 per application <sup>(1)</sup>
<b>Plat</b>	
Subdivision Prelim. Plat	\$ 3,500.00 + \$75.00 per lot <sup>(1)</sup>
Short Plat	\$ 800.00 + \$75.00 per lot <sup>(1)</sup>
Boundary Line Adjustment	\$ 400.00 + \$75.00 per lot <sup>(1)</sup>
Planned Unit Residential Dev.	\$3,000.00 <sup>(1)</sup>
Binding Site Plan	\$2,000.00 + 150.00 per acre total
	(not to exceed \$4,500.00) <sup>(1)</sup>
Final Plat	\$ 1,500 + \$75 per lot <sup>(1)</sup>
Plat Vacation	\$250.00 <sup>(1)</sup>
Plat Time Extension	\$300.00
<b>Variance</b>	

## City of Woodland Fee Schedule

Variance	\$ 1,500.00 per application <sup>(1)</sup>
Minor Variance	\$ 400.00 per application <sup>(1)</sup>
<b>Other Applications</b> (Includes SUD)	\$ 500.00 <sup>(1)</sup>
<b>Appeal</b>	\$ 700.00 + HE's cost
<b>Hearing Continuance / Remand</b>	HE's cost <sup>(1)</sup>
<b>Written Code Interpretation</b>	\$ 200.00
<b>Zoning Confirmation Letter</b>	\$ 100.00
<b>Floodplain Confirmation Letter</b>	\$ 100.00
<b>Report or Data Preparation</b>	Cost Recovery <sup>(1)</sup>
<b>Wetland Delineation Review</b>	Cost Recovery <sup>(1)</sup>
<b>Peer Review</b> (scientific or technical)	Cost Recovery <sup>(1)</sup>
<b>Development Agreement</b>	\$750.00 <sup>(1)</sup>

**(1) Cost Recovery: If outside review is required. Actual cost plus 10%.**

### **PHOTOCOPIES**

Comprehensive Plan	\$ 100.00
Subdivision Ordinance	\$ 20.00
Urban Growth Management Program	\$ 40.00
Zoning Map	\$ 10.00
Zoning Ordinance	\$ 20.00
Park Plan	\$ 20.00

### **ELECTRONIC DUPLICATION**

CD/DVD	\$12.00 each
Thumb Drive	\$30.00/15 minute increments

### **SERVICE FEES**

Notary	\$5.00/document
Fax	\$2.00/page