



## Community Development Department

### Building – Planning – Code Enforcement

P.O. Box 9, 230 Davidson Avenue

Woodland, WA 98674

[www.ci.woodland.wa.us](http://www.ci.woodland.wa.us)

(360) 225-1048 / FAX (360) 225-7336

## Administrative Temporary Use Permit checklist

The following checklist identifies information required for an application for an Administrative Temporary Use Permit. Please refer to the applicable provisions of the Woodland Municipal Code Chapter 17.70.

**All of the following information must be submitted and application fees must be paid in order for the application to be considered complete. *NOTE: please provide all documents in electronic format in addition to submitting paper copies.***

- Land Use Application packet - all forms to be completed and signed as indicated:
  - Land Use Application form - applicant
  - Ownership Certification - property owner(s)
  - Critical Areas Identification Checklist - applicant
  - Agreement to Reimburse - applicant
- Application Fees - See the fee schedule. Payment may be made online or by check payable to "City of Woodland." Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Shoreline Substantial Development Permit, etc.
- Critical Area Report - To be completed if critical areas are present on the site or within 200 feet, unless exempt pursuant to WMC 15.08. Submit with the applicable fee.
- Legal Description – Supplied by a title company or surveyor licensed by the State of Washington
- Shoreline Substantial Development Permit, if applicable
- Narrative - A written narrative shall address the criteria for approval outlined in WMC 17.70.050.
- Notarized Abatement Letter
- Site Plan – ***see Site Plan requirement checklist***
  - Eight (8) full size copies (24" x 36") drawn to scale)
  - One (1) reduced copy (to scale)

***NOTE: the following item is also required for an Administrative Temporary Use site plan:***

- The floodplain and floodway boundaries. Lines shall be based on maps developed as part of the Cowlitz County and City of Woodland flood studies and are not based on an elevation contour from individual site surveys.