



Community Development Department Building - Planning - Code Enforcement

P.O. Box 9, 230 Davidson Avenue
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Critical Area Permit (CAP) Submittal Requirements

The following checklist identifies information to be included with the application for a Critical Area Permit (CAP). Please refer to the Woodland Municipal Code (WMC) 15.08 for more information.

All of the following information must be submitted and the application fees must be paid before the application is deemed complete.

NOTE: provide all documents in electronic format in addition to submitting paper copies

- Land Use Application packet – complete and sign all forms 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, Site Plan Review, Subdivision Preliminary Plat, Variance, etc.
- Completed SEPA Checklist if applicable - submit with the appropriate fee.
- Legal Description – Supplied by a title company or surveyor licensed by the State of Washington.
- Written narrative addressing the following items:
 - A description of the critical areas
 - A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project
 - A general description of the property as it now exists including its physical characteristics, improvements, and structures
 - A general description of the vicinity of the proposed project including identification of the adjacent uses, structures, improvements, intensity of development, and physical characteristics
- Site Plan – ***see Site Plan checklist for minimum requirements***
 - Eight (8) full size copies (24” x 36”) drawn to scale
 - Eight (8) reduced copies (to scale)