

<p>Received Stamp</p>		<p>City of Roslyn Planning Department 100 E. Pennsylvania Ave. PO Box 451 Roslyn, WA 98941 509-649-3105 FAX 509-649-3174 roslynplanning@inlandnet.com</p>
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Sign Permit Application Checklist

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
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Applicant City NA	The following is a list of materials which are required for a complete application. If all the required information is not provided your application may not be accepted. Consult with the Planning Department if you have any questions.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Master Permit Application.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Sign Permit Application.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. The Sign Permit fee if applicable.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. A vicinity map extending at least 800 feet in each direction from the property. The vicinity map shall be drawn to scale of one inch equals 800 feet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Site plan of property with all structures, property lines, streets, and alleys with locations and dimensions of all vehicular points of access, traffic circulation and parking facilities, pedestrian entrances and exits, walls and fences, and nearest fire hydrant, both existing and planned. Site plan scale will be a minimum of one inch = twenty feet (1" = 20')
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Elevation drawings of the property from the alley and the street.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Right of way use agreement if sign is going to be placed within City Right of Way or work will be taking place in the City Right of Way.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Copy of existing or proposed covenants or restrictions.

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Historic Sign Permit Application

This form must be completed (clearly printed or typed) and submitted to the City with the Master Permit application & site plans to a minimum scale of one inch = twenty feet (1"=20') and any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or roslynplanning@inlandnet.com.

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File No.:

Received By:

Date Received:

Date Complete:

Project/Development Name:

Property Address:

Description of property location:

Brief project description:

Applicant, Owner, Contractor, Architect information to be submitted on Master Permit Application

Applicant

Name:

Phone #:

Mailing Address:

Owner

Name:

Phone #:

Mailing Address:

License #:

Expiration Date:

Contractor

Name:

Phone #:

Mailing Address:

License #:

Expiration Date:

Structure

Permit includes:

Type of Work:

Project Valuation: \$

Please read the following and sign below.

I do hereby affirm and certify, under penalty of perjury, that the information furnished by me is true and correct to the best of my knowledge, and further, that I am authorized by the owners of the above premises to perform the work from which permit application is made. I further agree to save harmless the jurisdiction where the permit is issued as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person including the undersigned, and filed against the jurisdiction, but only where such claim arises out of the reliance of the jurisdiction, including its officers and employees, upon the accuracy of the information supplied to the jurisdiction as part of this application.

Owner's/Agent's Signature:

Printed name:

Date:

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Significant Tree Removal Application Checklist

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
Applicant City NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The following is a list of materials which are required for a complete application. Consult with the Planning Department if you have any questions. In addition to the Design Review Application, the applicant shall file eight (8) legible paper copies of the proposed site plan to a scale of no less than one inch = twenty feet (1 inch = 20 feet) along with elevations.		
	1. Completed Significant Tree Removal Application;		
	2. The Significant Tree Removal Application fee (cash or check only) \$50.00		
	3. A vicinity map extending at least 800 feet in each direction from the property. The vicinity map shall be drawn to scale of one inch equals 800 feet.		
	4. Site plan to scale of property with a NORTH ARROW, all structures, property lines, streets, and alleys, setbacks, and significant slopes including all distances and dimensions. Immediate neighboring structures shall also be shown with distances and dimensions Front, side and rear elevations, drawn to scale with dimensions shown to scale. Scale shall be no less than one inch = twenty feet (1" = 20') See attached site plan example		
5. If all of the above information is not completed than your application will not be accepted.			

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Significant Tree Removal Permit Application

This form must be completed (clearly printed or typed) and submitted to the City with the Master Permit application and any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or roslynplanning@inlandnet.com.

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File No.:

Received By:

Date Received:

Date Complete:

Project/Development Name:

Owner Name:

Property Address:

Assessor Tax Parcel Number(s)

Map Number(s):

Description of property location include nearest cross street:

Brief project description (use additional paper if needed):

Why does the tree need to be removed? Please use additional paper if necessary

What kind of tree is to be removed? Is the tree to be removed a significant native or a non native tree?

- Grand fir (dbh 20" or more as measured at 4'.5" above the adjacent ground - significant)
- Douglas fir (dbh 20" or more as measured at 4'.5" above the adjacent ground - significant)
- Ponderosa pine (dbh 20" or more as measured at 4'.5" above the adjacent ground - significant)
- Black Cottonwood (dbh 10" or more as measured at 4'.5" above the adjacent ground - significant)
- Quaking Aspen (dbh 10" or more as measured at 4'.5" above the adjacent ground - significant)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the project site contain or is it adjacent to any environmentally sensitive and/or historical or archeological sites?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any severe soils limitations or geologic hazards evident? (slope in excess of 15%, ravine, or depression)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any drainage going through the area to be filled or excavated, either all year or during rainy periods?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the proposed activities affect a natural drainage channel, stream bed, ditch, or other drainage feature?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the proposed activities occur within 50 feet of a stream, creek or wetland?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the project within an identified 100 year flood plain? (Federal Flood Insurance)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has a soils report been completed on the subject property?

Utilities:

Water Supply:	Existing:	Proposed:
Sewage Disposal:	Existing:	Proposed:
Road Access:	Existing:	Proposed:

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the subject property and the above statements and answers are true and correct on my information and belief as to those matters.

VENUE AND JURISDICTION: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in The City of Roslyn, and the parties' rights and obligations hereunder shall be determined in accordance with the laws of the State of Washington.

FEE GUARANTY: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of the fees accrued according to the terms listed in City of Roslyn Fee Schedule and agree to be bound personally as a principal and not as a surety. I recognize that my personal guarantee is part of the consideration for review of the application. I understand that this application does not grant authorization to begin work, and that no work will begin until a permit/authorization is issued. The above information and statements are true and accurate to the best of my knowledge.

Owner's Signature:

Date:

Printed Name:

Date: