



SUBMITTAL REQUIREMENTS for USE PROCESS I (Director’s Approval) – Fence Only

WHEN USE PROCESS I IS USED

Process I review is used for minor improvements, modifications, and additions; such as parking lot and landscape area modifications and improvements, and/or additions to an existing developed site that are exempt from SEPA. See Chapter 19.55 for detailed information regarding Process I regulations.

WHO MAKES THE DECISION

The Director of Community Development issues the decision based on review and analysis of the submittal documents and decisional criteria, including Chapter 19.115 FWRC “Community Design Guidelines.”

APPEALS

Any decision issued by the director can be appealed by the applicant, anyone who submitted written comments during the review, or anyone who requested copies of the decision. Appeals are decided by the City of Federal Way Hearing Examiner after an appeal hearing.

HOW TO APPLY

- All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal.
- This form is to be used by an applicant as a guide in determining what constitutes a complete application.
- All checked items must be submitted to constitute a complete application. Incomplete applications or improperly named/formatted documents will not be accepted.
- Applications that contain all checked items will be determined complete at intake. The applicant or agent will be notified immediately if an application is considered complete.
- A complete application does not imply compliance or conformance with applicable codes.

SUBMITTAL REQUIREMENTS

Project Name: _____

Project Description: _____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application, signed by owner.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees.
<input type="checkbox"/>	<input type="checkbox"/>	Current title report for subject property, prepared within 90 days.
<input type="checkbox"/>	<input type="checkbox"/>	Site photographs from each compass point (north, east, south, & west), referenced by location on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Narrative description of the project, this should also include a summary of how project complies with applicable design guidelines (FWRC Chapter 19.115, "Community Design Guidelines").
<input type="checkbox"/>	<input type="checkbox"/>	Complete set of drawings.
		<ul style="list-style-type: none"> • Minimum plan sheet size shall be 11 x 17 inches. • Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet. • Minimum scale is 1:20, unless otherwise authorized. • All information is to be legible. • All drawings must contain. <ul style="list-style-type: none"> • Project name, plan date, or revision date. • Name, phone number, and license stamp of preparer. • North arrow and bar scale.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan and Elevation Plan
		<ul style="list-style-type: none"> • Vicinity map. • Location and dimensions of existing/proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls. • Any additional details that will clarify the project. • Elevation drawing of proposed fence, including height, color, and construction materials. • _____

STAFF USE ONLY

Please consider this as a **Notice of Completeness.**

As of _____, 20____, this application is determined to be complete based on the minimum submittal requirements.

Review of the project will begin upon application assignment. The City of Federal Way will act on the application upon the determination that all applicable requirements are met. Please note that city review will be halted at any time city staff requests additional information.

Intake by: _____

THIS FORM SHALL ACCOMPANY THE LAND USE APPLICATION AND A COPY SHALL BE PROVIDED TO THE APPLICANT.