

**City of Fife
Submittal Checklist - Planning Division**

Submittal	Binding Site Plan	Critical Areas Permit	Comprehensive Plan Map Amendment	Comprehensive Plan Text Amendment	Conditional Use Permit Commercial	Conditional Use Permit Residential	Special Events Permit	Lot Line Adjustment	Municipal Code Amendment	Mobile Food Unit	Plat – Final	Plat – Preliminary	Rezone	SEPA	Sign – Permanent	Sign – Temporary	Shoreline Substantial Development	Shoreline Conditional Use	Shoreline Statement of Exemption	Shoreline Variance	Variance – Commercial	Variance – Single Family	
Admin Design					SD																SD		
Bond		DEF									R	DEF											
Bond Estimate		SD										R											
Calculations Sheets - Structural															R								
Critical Areas Analysis	SD	R										SD		SD									
Final Plat Drawing	DEF																						
Joint Aquatic Resource Permit Application. (JARPA)		SD												SD			R	R		R			
Landscaping & Irrigation Plan		R										R		SD	SD	SD							
Lot Closure Calculations	R							R			R												
Plan Submit		R						R						R	R		R	R	R	R			
Preliminary Plat Drawing	R											R											
Project Summary	R	R	R	R	R	R	R	R	R		R	R	R	R			R	R	R	R	R	R	R
Proposed Text				R																			
Required Findings			R	R	R	R					R	R	R									R	R
Rezone Site Plan			R										R										
SEPA Checklist			R	R	R	R						R	R	R			R	R		R	SD	SD	
Shoreline Questionnaire																	R	R		R			
Sign Drawings															R	R							
Sign Site Plan															R	R							
Site Plan					R	R	R					R										R	R
Storm drainage Analysis		SD			SD	SD						R		R								SD	SD
Survey	R							R			R	R											
Title Report	R							R				R											
Traffic Analysis					SD	SD								R								SD	SD
Traffic Control Plan							R																

“R” = Required submittal. This represents the absolute minimum submittals necessary for review to begin.

“SD” = Scope Dependent submittal. This may be required based on the scope of your project. Please consult the “Permit Cheat-sheet” or contact staff with project specific questions.

Please visit the Permitting Webpage for additional guidance including:

- E-plan Document Standards
- Description of Submittal
- Permit Cheat-Sheets