Planning and Development Services

Land Use Submittal Checklist:
Critical Areas Allowed Activities

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the Electronic File Standards Tip Sheet and have document file names as **listed in bold** below.

Provided	Submittal Checklist
☐	**Site Plan** Site Plans associated with Critical Area Permits will need to show the location of all surveyed, delineated wetland boundaries, and the ordinary high water mark of any stream and their buffers, and all Fish and Wildlife Conservation Areas (FWHCA), and any FWHCA Management Areas, as well as floodplain boundary, and top and toe of slopes related to geologically hazardous areas. A complete list of the application requirements and site plan requirements for site plans associated with Critical Area Permits is included in Tacoma Municipal Code 13.11.230.
☐	**Owner's Authorization Form**
☐	*Building/SDEV Permit Application Number (when applicable)* _____
☐	*PRE Record Number (when applicable)* _____
☐	Other _____
☐	Other _____
	Note: Additional information may requested by staff during Pre-Application review. *Due to the unique characteristics of critical areas, and the variety of activities covered under this review process, the information requested will vary from one project to the next.*

Additional Notes

The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the Tipsheet Index.

For projects that require significant research, the applicant may be advised to submit a Pre-Application Request. A Pre-Application Request or discussion of the project at the land use counter is recommended prior to submitting an application for work within or near Critical Areas.

All permit applications must be submitted electronically: https://aca.accela.com/tacoma/

An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our Fee Estimator Tool is encouraged.

Information regarding the time it may take for permit issuance is available on the Permit Timeline page.

Note: This checklist does not substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.