CRITICAL AREA SITE PLAN

Your CASP property checklist

Prepare the file. Confirm the process. Keep the proof.

Use this with your planner, consultant or county reviewer. Complete this page first, then follow the county page that applies to your property.

01 Define the property and the goal

Parcel number / property address

Permitting jurisdiction: city or unincorporated county

Proposed use / footprint / decision deadline

02 Gather the records

- [ ] Title report and copies of referenced CASPs, plats, easements and amendments.
- [ ] Existing CAD letter and date; survey, prior permits and approval conditions.
- [ ] Critical-area reports and known off-site features that may affect this parcel.

03 Align the technical work

- [ ] Confirm required ecological, geological and survey work with the reviewer.
- [ ] Show critical areas, buffers, separate setbacks and existing lawful uses.
- [ ] Check the proposal, access, utilities, septic and drainage together. Identify required mitigation or exception approvals.

Planning aid only. This is not a CASP form, survey or recordable instrument. Recording alone does not guarantee development rights or freeze every rule.

UNINCORPORATED SNOHOMISH COUNTY

The CASP pathway

PDS review > Approved plan > Auditor recording > Proof to PDS

Get approval before signing or recording.

Use the official county form and the PDS reviewer's instructions. A city may use a different process.

01 Prepare and obtain PDS approval

- [ ] Confirm the application path, required reports and whether a separate CASP is needed.
- [ ] Use the official CASP form and complete its identifiers and legal description.
- [ ] Follow the full drawing and recording-format instructions. Show critical areas, buffers, setbacks, existing uses and proposed work.
- [ ] Submit through the PDS Permit Portal. Resolve corrections and obtain approval.

02 Execute, record and close the loop

- [ ] Complete owner execution and approval fields as directed after PDS acceptance.
- [ ] Confirm document type, page count, fees and submission method with the Auditor.
- [ ] Record the approved document and return recording proof to PDS before permit issuance.
- [ ] Confirm required marking, fencing, signs, inspections and remaining conditions.

Official CASP form and preparation instructions

SCC 30.62A.160: protection, recording and existing plans

PDS Permit Portal

Keep the approved plan, reports, recorded copy and conditions together.

UNINCORPORATED KING COUNTY

The King County pathway

Critical-area review > Site plan > Required notice / tracts > Recording proof

Use King County's process and approved forms.

A Critical Areas Designation (CAD) is different from a Snohomish CASP. Confirm the CAD's scope, effectiveness and applicable rules.

01 Confirm the review and recording requirements

- [ ] Confirm the applicable CAO version, any existing CAD and shoreline timing.
- [ ] Have required reports and the development site plan reviewed.
- [ ] Confirm whether a notice on title or critical-area tract is required. Obtain the department-approved form and execution instructions.
- [ ] Record the required notice and provide proof at the approval stage specified in KCC 21A.24.170. Retain it with the approved plans and reports.

02 Keep a usable final property file

Recording number / date / approved drawing and report versions

Remaining conditions / responsible professional / next review date

Ask for written confirmation of how the approval applies to your proposed work. Keep private documents secure.

King County: current critical-area guidance and forms

King County Code: 21A.24.170, .180 and .500

Read the full guide and ask about your property

Source review: October 22, 2026. Confirm current requirements before acting.