



## Submittal Checklist

**BP #:** \_\_\_\_\_

### PLANS

- Proposed Development Plan(s), *with changes clearly noted.*

### DOCUMENTS

- Completed Application: *incomplete applications will not be accepted.*
- Project Details (*description of proposed changes*)

### MAILING LABELS

- Mail two (2) hard copies of certified 500-foot mailing labels (owner and occupant) and associated map showing the mailing area to:

Robert Webster, Community Development Director  
City of Winlock  
PO Box 777  
Winlock, WA 98596

(this can also be dropped off at city hall during regular business hours)