PURPOSE
Site plan review and approval is required for the construction of any commercial or industrial project, building or facility, for any multi-family residential use or structure containing four or more dwelling units, and for any proposal using the clustering provisions of Chapter 18.84. Site plan review is an evaluation of development plans to identify compliance with applicable regulations, requirements and standards and to ensure that development will protect the health, safety and general welfare (Chapter 18.16).

SUBMITTAL REQUIREMENTS

* A Pre-application conference is required prior to submittal of this application.

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<th>Sufficient</th>
<th>Insufficient</th>
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<td>1. One copy of a completed Master Planning Permit Application form.</td>
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<td>2. Five copies of a vicinity map indicating the location of the site.</td>
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<td>3. Five copies of a legible scaled site plan drawing (preferably prepared by a licensed professional) of the property involved and showing the following information:</td>
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<td>□ Scale should be not less than 1”= 50’ and noted on drawing. Show North arrow.</td>
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<td>□ The title and location of the proposed development. Include a title block with names and contact information for owner, architect, engineer, etc.</td>
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<td>□ The boundaries of the property proposed to be developed</td>
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<td>□ Show the location and size of uses</td>
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<td>□ The location of all existing and proposed structures, including but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property.</td>
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<td>□ Setbacks for all proposed and existing buildings and the proposed areas of disturbance outside the building footprints.</td>
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<td>□ All areas, if any, to be preserved as buffers or to be dedicated to a public, private or community use or for open space. Provide percentage of area covered, locations</td>
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and general types of landscaping.
- Locations of existing and proposed easements, utility structures and lines.

4. **Five copies** of a topographic map, based on a site survey delineating existing contours at not less than 5-foot intervals, and which locates existing streams, wetlands and other natural features (this can be combined with the site plan if legibility is not compromised).

5. **Five copies** of conceptual landscape plan

6. **Five copies** of Parking and circulation plan (this can be combined with the site plan if legibility is not compromised).

7. **Five copies** of Preliminary Stormwater and Utilities plan

8. **Five copies** of a project narrative.
   - List site size, building size, and impervious surface coverage.
   - List the amount of area devoted to open space and recreation, landscaping and parking
   - List calculations of gross and net density
   - State the Comprehensive Plan and zoning designations and describe how the project is compliant
   - List elevations and perspective drawings of proposed structures and other proposed improvements
   - State any agreements, covenants or other provisions that affect the proposal
   - Describe each use

9. An open space plan if the clustering provisions of Chapter 18.84 are being used

10. Other reports as determined applicable by the director

11. SEPA Environmental Checklist unless the proposal is categorically exempt per BDMC 19.04

12. Sensitive Area Identification Form

13. Submit the application fee & deposit

**Notice of Application**
Within 14 days of the determination of completeness, the City shall issue a notice of application. (Ch. 18.08.120)

**Review Process**
The complete site plan application will be reviewed by the fire, public works, planning and health department (if required). The Community Development Department will forward a recommendation to the Hearing Examiner regarding whether the proposal is consistent with applicable City regulations and policies and whether the proposal should be approved, approved with modifications or conditions, or denied.
Public Hearing
Notice of a public hearing will occur a minimum of 14 days prior to the hearing. (Ch. 18.08.180)

Decision
The Examiner will issue a written decision including findings, conclusions and conditions, if any. Decisions are made by the Hearing Examiner following an open record public hearing and involve the use of discretionary judgment in the review of each specific application. (Ch. 18.08.060)

Appeal
Any appeal of a decision of the Hearing Examiner shall be made to Superior Court.

*Any time required to develop and review an environmental impact statement as required under the provisions of SEPA shall not be counted under the time constraints of Chapter 18.32.