



SITE PLAN REVIEW SUBMITTAL REQUIREMENTS

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.*

Sufficient Insufficient N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. One copy of a completed Master Planning Permit Application form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Five copies of a vicinity map indicating the location of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: <ul style="list-style-type: none"> <input type="checkbox"/> Scale should be not less than 1"= 50' and noted on drawing. Show North arrow. <input type="checkbox"/> The title and location of the proposed development. Include a title block with names and contact information for owner, architect, engineer, etc. <input type="checkbox"/> The boundaries of the property proposed to be developed <input type="checkbox"/> Show the location and size of uses <input type="checkbox"/> The location of all existing and proposed structures, including but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property. <input type="checkbox"/> Setbacks for all proposed and existing buildings and the proposed areas of disturbance outside the building footprints. <input type="checkbox"/> 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

			and general types of landscaping. <input type="checkbox"/> Locations of existing and proposed easements, utility structures and lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Five copies of conceptual landscape plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Five copies of Parking and circulation plan (this can be combined with the site plan if legibility is not compromised).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Five copies of Preliminary Stormwater and Utilities plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Five copies of a project narrative. <input type="checkbox"/> List site size, building size, and impervious surface coverage. <input type="checkbox"/> List the amount of area devoted to open space and recreation, landscaping and parking <input type="checkbox"/> List calculations of gross and net density <input type="checkbox"/> State the Comprehensive Plan and zoning designations and describe how the project is compliant <input type="checkbox"/> List elevations and perspective drawings of proposed structures and other proposed improvements <input type="checkbox"/> State any agreements, covenants or other provisions that affect the proposal <input type="checkbox"/> Describe each use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. An open space plan if the clustering provisions of Chapter 18.84 are being used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Other reports as determined applicable by the director
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. SEPA Environmental Checklist unless the proposal is categorically exempt per BDMC 19.04
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Sensitive Area Identification Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.