

Major Site Plan Review - Final Submittal

Submittal Items

Please include the following:

- Land Use Application
- All materials required during Planning Commission initial review
- Small Project
 - Intake fee: \$225
 - Deposit: \$675
- Medium Project
 - Intake fee: \$360
 - Deposit: \$1,080
- Large Project
 - Intake fee: \$540
 - Deposit: \$1,620

The applicant shall be responsible for the actual cost incurred by the City in processing the application. The total fee shall be reduced by the amount of the deposit. The applicant shall remit to the City the amount exceed by the deposit. If the deposit fee exceeds the City's actual costs, the balance shall be refunded.

Major site plan review consists of two separate reviews. The initial review is conducted by the planning commission and the second review is conducted by the director. When the planning commission determines that a site plan meets the criteria listed, it will grant a preliminary approval and direct the applicant to prepare and submit detailed plans to the director for final site plan review. This second review is intended to ensure that all site planning issues identified during the planning commission's initial review are fully addressed prior to issuance of a building permit or other construction permit.

In the event that a site plan approval is not exercised within one year from the effective date of approval, it shall automatically become null and void; provided, however, that for good cause, the review authority may grant a one-time extension of one year if an extension request is filed with the department no less than 15 days prior to the date of expiration for a minor site plan review approval or 45 days prior to the date of expiration for a major site plan approval. A properly filed application for a time extension shall stay the effective date of expiration until action on the request has become final. The process for taking action on the request shall be the same used for the original site plan review application. Before taking action to grant an extension, the review authority shall adopt written findings showing that the following circumstances exist:

- The proposal approved under the terms of the site plan review application originally granted remains in conformance with current development standards or design guidelines contained or referenced in this title.
- The findings adopted in support of the original site plan review application approval remain valid and supportive of the time extension request.

Major Site Plan Review (please check):

- a) New commercial, industrial, residential, public and quasi-public buildings greater than 2,000 square feet of gross floor area; and
- b) Commercial, industrial, residential, public and quasi-public building additions which are greater than 2,000 square feet of gross floor area; and
- c) Parking lot improvements associated with development proposals listed in subsections (a) and (b) of this section.

Project Size (please check):

- Small Project: less than 5 dwelling units or 10,000 square feet of commercial structure
- Medium Project: 5-20 dwelling units or 10,000 – 30,000 square feet of commercial structure
- Large Project: greater than 20 dwelling units or greater than 30,000 square feet of commercial structure



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