



**THE CITY OF FIRCREST**

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

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## **RESIDENTIAL APPLICATION SUBMITTAL CHECKLIST**

**Please use this checklist to ensure that all necessary information is provided for review of your project.**

- \_\_\_\_\_ Complete building permit application
- \_\_\_\_\_ Three (3) accurate fully dimensional plot plans
- \_\_\_\_\_ Three (3) sets of construction drawings (one no larger than 11 x 17)
- \_\_\_\_\_ Two (2) sets of erosion control plan (show construction entrance, silt fence and details)\*\*
- \_\_\_\_\_ Two (2) sets of flow control plan (can be incorporated into erosion control plan)\*\*
- \_\_\_\_\_ Two (2) sets of engineered drawings and calculations (if required)
- \_\_\_\_\_ Completed energy code application
- \_\_\_\_\_ A photocopy of current Washington State Contractor License
- \_\_\_\_\_ Copy of recorded short plat (if applicable)
- \_\_\_\_\_ Impervious surface calculations for entire lot coverage
- \_\_\_\_\_ A separate permit may be required for a retaining wall.
- \_\_\_\_\_ Landscape plan pursuant to FMC 22.62.004(1) as follows:  
Single-Family Infill Lots – Applicability and Intent. The intent is to ensure that newly developed single-family infill lots are landscaped so that yards visible from the abutting street(s) will have a finished appearance and will not have the appearance of a construction site after the building has been completed and finalized by the city. At a minimum, a finished appearance shall consist of turf with foundation plantings and/or perimeter plantings
- \_\_\_\_\_ Contact the Planning/Building Department at (253) 564-8901 for additional code requirements, i.e., garage projection, garage width, garage door width, retention and protection of significant trees, etc.

**\*\*contact Fircrest Public Works for flow control (roof drains, etc.) requirements – 564-8900**



The following code provisions, among others, are relevant to the construction of a single-family dwelling in the City of Fircrest. Please take a moment to review this sheet.

**Building height** means the average vertical distance between the finished grade on each exterior wall and a horizontal plane level with the highest point of the coping of a flat roof, the deck of a mansard roof, or the highest ridge line of a pitched roof. The height of a stepped or terraced building is measured for each segment of the building.

**Grade, finished** means the finished elevation of the ground level after development, measured at a horizontal distance of five feet from a building foundation wall.

### **Garage Placement and Width**

- a. The following standards apply to garages attached to single-family, duplex and multifamily dwelling units:
  - (1) **Projection.** A garage with doors which face a front yard shall not project in front of the dwelling unit's facade; provided, that a garage may project in front of the habitable portion of the dwelling unit if a covered porch projects the same or greater distance.
  - (2) **Door Width.** Garage doors that face a front yard or a side street side yard shall not exceed 33 percent of the lot width or 18 feet, whichever is less. Individual single bay doors shall not exceed a width of nine feet.
  - (3) **Garage Width.** A garage with garage doors that faces a front yard or side street side yard shall not exceed 50 percent of the building line or 24 feet, whichever is greater, unless it is designed to appear as habitable space through the use of residential architectural features (see FMC 22.64.023(b)).

### **Setback and Yard Determination**

All setbacks shall be measured perpendicular to the nearest property line.

#### **Permitted Encroachments into Required Residential Yards.**

- 1) Belt courses, canopies, cornices, eaves, fireplaces, sills, sunshades, and similar architectural features may extend two feet into any yard, provided a minimum three-foot setback is maintained. Overhead projections shall provide at least seven and one-half feet of unobstructed vertical clearance above grade.
- 2) Bay windows and similar features that increase floor area or enclosed space may extend two feet into any yard, provided a minimum three-foot setback is maintained from the property line. Overhead projections shall provide at least seven and one-half feet of unobstructed vertical clearance above grade. Encroaching bay windows shall not extend horizontally across more than 50 percent of the linear wall surface to which they are affixed. The maximum length of each bay shall be 10 feet and the minimum horizontal separation between bays shall be five feet. Bay windows shall not encroach into yards at any other level than the story on which the window openings or glazing are located, except that ornamental brackets or canopies may be approved through administrative design review.
- 3) A covered, unenclosed porch of a principal residential structure may encroach up to six feet into a required front yard. An existing legal nonconforming porch and connecting staircase may be reconstructed with an encroachment beyond six feet into a front yard if they generally conform to the original design and footprint.
- 4) Uncovered patios, decks, stairs and landings may encroach into required yards based on their height above finished grade or floor level

- 5) Landscaping: Single-Family Infill Lots – Applicability and Intent. The intent is to ensure that newly developed single-family infill lots are landscaped so that yards visible from the abutting street(s) will have a finished appearance and will not have the appearance of a construction site after the building has been completed and finalized by the city. At a minimum, a finished appearance shall consist of turf with foundation plantings and/or perimeter plantings.

**22.62.009 Retention and protection of significant trees.**

- a) Definition. Significant trees are healthy evergreen trees with a minimum caliper of 12 inches and healthy deciduous trees with a minimum caliper of 6 inches.
- b) Retention/Maintenance/Removal of Significant Trees. Significant trees that are located on vacant or underutilized property shall be retained on-site, properly maintained and, if necessary, removed, subject to the provisions of this chapter. For new development, site improvements shall be designed and constructed to retain existing significant trees to the extent practicable. Significant trees that do not interfere with the proposed development shall be retained. Consideration shall be given to relocating significant trees that cannot be retained within a proposed development area. Relocation is required only if the survival of the tree considered for relocation is reasonably certain. Significant trees identified for relocation or removal shall be approved by the director. The removal of hazardous or dead trees is exempt from the requirements of this section unless the trees are providing a wildlife benefit within a regulated critical area, critical area buffer, or other environmentally sensitive area or designated open space.
- c) Significant Tree Protection. All development within the city, including clearing and grading activities, shall provide appropriate measures to protect significant trees. During clearing and construction activities, all significant trees identified for retention or relocation shall be surrounded by a protective fence located at the drip line of each tree for the duration of the construction. There shall be no clearing or construction related activities, including storage, within the area protected by the fence. For development subject to the landscaping requirements of this chapter, no impervious surface shall be installed within the drip line of a significant tree identified for retention unless a professional landscape architect or arborist determines that the long-term health of the tree will not be significantly harmed. For the purpose of this chapter, a drip line is defined as a perimeter formed by the points farthest away from the trunk of a tree where precipitation falling from the branches of that tree lands on the ground.
- d) Landscaping Credit for Significant Tree Retention. All development subject to the landscaping requirements of this chapter shall be given landscaping credit for retaining significant trees on site. The level of credit shall be determined by the director on a case-by-case basis, taking into account the level of screening or buffering, or the extent of canopy coverage, provided by the trees to be retained.
- e) Tree Replacement. Each significant tree removed shall be replaced with trees of a type similar to the tree being removed, unless the applicant requests an alternative type of tree (e.g., deciduous instead of evergreen) and the director determines that the alternative tree will provide a comparable or greater benefit to the community. The replacement ratio for the removal of significant trees that are not exempt from this chapter shall be as follows:

### MINIMUM TREE REPLACEMENT RATIO

Significant Tree	Replacement Plantings
Evergreen tree: caliper 12-24 inches	1 ten-foot tall tree or 2 trees between 6 and 10 feet tall
Evergreen tree: caliper > 24 inches	2 ten-foot tall trees or 4 trees between 6 and 10 feet tall
Deciduous tree: caliper 6-9 inches	3 two-inch caliper trees, minimum 6 feet tall
Deciduous tree: caliper 10-14 inches	5 two-inch caliper trees, minimum 6 feet tall
Deciduous tree: caliper 15-19 inches	7 two-inch caliper trees, minimum 6 feet tall
Deciduous tree: caliper 20+ inches	9 two-inch caliper trees, minimum 6 feet tall

If the tree replacement requirement results in an excess of the minimum number of trees required elsewhere in this chapter, the additional trees may be placed off-site upon the approval of the director. The director may accept the additional trees or payment in lieu of the additional trees for tree plantings on public property. Upon acceptance, the director shall attempt to locate the trees on a public site that is as close to the donor property as practicable.

**Checklist**

- Scale
- North Arrow
- Address & Parcel Number
- Other Structures
- Lot Dimensions including street names, alleys & driveways
- Building Footprint including porches, walks, decks, roof lines overhangs, chimneys & floor cantilevers
- Setback Measurements Distances between property lines and structures including the driveway, include the structure height
- Easements Including natural buffer areas, utilities and open spaces
- Site Contours 2-foot intervals relative to any fixed point on the site
- Retaining walls & fences Including rockeries, bulkheads and proposed heights
- Roof Drainage System See flow control
- Footing Drain Detail
- Impervious Surface Calcs Provide calculations of entire lot and all lot coverages
- Connection point of sewer line

## SAMPLE SITE PLAN CHECKLIST

