



Land Use Application Form

Minor Site Plan Review

SUBMITTAL ITEMS

- Base Land Use Application
- All materials required as stated on page two;
- Fees: \$270 + \$810 deposit [additional fees required if actual cost of processing exceeds the deposit].

The minor site plan review process is intended to enable the Planning/ Building Director to evaluate development proposals with respect to architectural design, landscape design, urban form, pedestrian and vehicular circulation, utility design, and site characteristics. The process allows the Director to condition development proposals to ensure their compatibility with adjoining uses, compliance with development regulations, and consistency with comprehensive plan goals, objectives and policies. The process is intended to run concurrently with the administrative design review process to ensure that all critical design issues are addressed early in the site planning and review stages of project development.

The director is authorized to review development proposals subject to minor site plan review as listed in FMC 22.72.003.

Minor Site Plan Review:

- a) New commercial, industrial, residential, public and quasi-public buildings less than or equal to 2,000 square feet of gross floor area;
- b) Commercial, industrial, residential, public and quasi-public building additions which are less than or equal to 2,000 square feet of gross floor area;
- c) Parking lot improvements associated with development proposals listed in subsections (a) and (b) of this section; and
- d) A change of land use at an existing site or structure when the new activity requires either a change in occupancy according to the International Building Code or, in the opinion of the director, results in an intensification of land use and will require new conditions to comply with existing regulations of this title.

City of Fircrest Contact Information

Address
115 Ramsdell Street
Fircrest, WA 98466

Phone: 253 564-8901
FAX: 253 566-0762

Submittal requirements.

Application for site plan review shall be submitted on forms provided by the department. A minimum of two sets of the following plans, materials, and other applicable information shall be submitted with the application in clear and intelligible form:

- a) A site plan drawing at a scale of not less than one inch per 50 feet which shows:
 - 1) The location of all existing and proposed structures and improvements, including, but not limited to, fences, culverts, bridges, roads and streets on the subject property;
 - 2) The boundaries of the property proposed to be developed and, if the property is to be subdivided, the boundaries of each proposed lot within the property;
 - 3) All proposed and existing buildings and setback lines, including those located on adjoining properties;
 - 4) All areas to be preserved as buffers or to be dedicated to a public, private, or community use or for open space and information regarding the percentage of area covered and size and type of existing vegetation to be removed or to be retained;
 - 5) All existing and proposed easements;
 - 6) The locations of all existing utility structures and lines;
 - 7) The stormwater drainage systems and management plan for existing and proposed structures and parking facilities;
 - 8) All means of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roads;
 - 9) The design of off-street parking areas showing the size and location of internal circulation and parking spaces (see Chapter 22.60 FMC for standards);
 - 10) The location of all loading spaces, including, but not limited to, truck loading platforms and loading docks;
 - 11) The location and design of trash enclosure areas, exterior lighting, exterior signage, mechanical and utility facility areas;
- b) Elevation plans drawn to scale for each building or structure elevation. Additions and alterations to existing structures shall be clearly identified on the plans. Design details such as exterior finish materials and textures, lighting and other fixtures, and design elements such as beltcourses, brackets, chimneys, cornices, roof overhangs, window trim, sills and sashes, shall be identified to assist with the administrative design review process;
- c) Sign plan showing the location, dimensions, area, design, material, color and methods of illumination of all exterior signs;
- d) Exterior mechanical device screening plans which identify the building elevation and site plans of all proposed exterior mechanical devices, including roof-mounted equipment, and proposed screening;
- e) Landscape plan drawn to scale showing the locations of existing trees to be removed and to be retained on the site, the location of proposed landscaping, and location and design of irrigation systems. In addition, a plant schedule indicating species, varieties, sizes and numbers of plant to be installed, and planting specifications shall be submitted (see FMC 22.62.010 for standards);
- f) Topographic map which delineates contours, both existing and proposed, at intervals of two feet, and which locates existing streams, wetlands, forested areas and other natural features;
- g) A grading plan showing existing and proposed grades;
- h) The existing zoning district of the proposed development site and any other zoning district within 300 feet of the site;
- i) Impervious surface calculations, including the proposed number of square feet of surfaces covered by buildings, driveways, parking lots, or any other structure covering land; the total number of square feet in the entire proposed development site; and the percentage of the site covered with impervious surface;
- j) The proposed number of dwelling units and number of bedrooms in the development;
- k) The proposed number of square feet in gross floor area for each commercial, industrial, residential, and other nonresidential use;
- l) A description of each proposed commercial and industrial use;
- m) For properties containing critical areas or their regulated buffers, all informational requirements specified in the critical area regulations shall be included in the site plan submittal; and
- n) The forms, materials and other information specified in FMC 22.06.002.

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