



Land Use Application Form

Preliminary Development Plan

SUBMITTAL ITEMS

- Base Land Use Application
- All materials required as stated on page 2 of this form;
- Traffic Concurrency Certificate or Application*;
- Traffic Impact Analysis*;
- Drainage Plan;
- Sensitive Area Affidavit;
- Sensitive Area Special Study*
- Environmental Checklist;*
- Certificates of Water/ Sewer Availability **;
- Fees: See listing under "Fees."

The purpose of this chapter is to establish procedures for the review of residential planned developments. The planned development review process is intended to enable the review authority to evaluate development plans with respect to neighborhood compatibility, environmental sensitivity, architectural design, landscape design, urban form, pedestrian and vehicular circulation, utility design, recreation and open space needs, site characteristics and the extent to which the community's housing needs are met by the proposal. The process allows the appropriate review authority (city council, planning commission, or director) to condition development proposals to ensure their compatibility with adjoining uses, compliance with development regulations, and conformance 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 process is also intended to run concurrently with the short plat or preliminary and final plat review processes.

Before a development plan approval may be granted, the review authority shall adopt written findings showing that the following criteria are met by the proposal:

- a) The proposed development is consistent with the intent of this chapter as articulated in FMC 22.76.002.
- b) The proposed development is in substantial conformance with the Comprehensive Plan.
- c) Any exceptions from the standards of the underlying zoning district are warranted by the design and amenities incorporated in the development plan and program.
- d) The approval will result in a superior design which could not be achieved under conventional zoning regulations or another zoning district.
- e) The system of ownership and means of developing, preserving and maintaining open space, recreational facilities and other common amenities is suitable and feasible.
- f) For final development plans, the proposed design is in substantial conformance with the preliminary development plan and satisfies all conditions of preliminary development approval.

Fees:

Small Project: \$450 intake + \$1,350 deposit (less than 5 dwelling units or 10,000 s.f. of commercial structure)

Medium Project: \$720 intake + \$2,160 deposit (less than 5-20 dwelling units or 10,000 – 30,000 s.f. of commercial structure)

Large Project: \$1,080 intake + \$3,240 deposit (less than 5 dwelling units or greater than 30,000 s.f. of commercial structure)

* When applicable

** As required by City's public works department

*** Based upon the latest real property listing records of the County Assessor or Records Office [NOTE: Listings from other sources may not be up to date or accurate!]

City of Fircrest Contact Information

Address
115 Ramsdell Street
Fircrest, WA 98466

Phone: 253 564-8901
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Submittal requirements.

- a) Application for preliminary development plan review shall be submitted on forms provided by the department. A minimum of two sets of plans, materials and other applicable information specified below and in FMC 22.06.002 shall be submitted with the application in clear and intelligible form:
 1. Documentation listed in FMC 22.72.009 (see site plan review submittal requirements below);
 2. Description of proposed phasing;
 3. Design guidelines generated by the applicant for the project;
 4. Critical area analyses and reports;
 5. Preliminary or short plat submittals; and
 6. Description of specific development standards to be applied to the project, including building heights, building setbacks and build-to lines, individual lot sizes and lot dimensions, and similar provisions.
- b) The director may waive the submittal requirement for any of the items listed in subsection (a) of this section when, in the discretion of the director, the item is inapplicable or unnecessary for the review authority to complete the preliminary development plan review. In such case, the director shall provide the planning commission with a list of the items waived for submittal. The director may also require the applicant to submit additional information or material which it finds is necessary for the proper review and hearing of the application.
- c) Application for final development plan review shall be on forms provided by the department. The applicant shall submit the documentation identified by the director as being necessary for the proper review of the application based on the conditions imposed by the review authority during the preliminary development plan review process and issues identified subsequent to the approval of the preliminary development plan.

22.72.009 Site Plan Submittal requirements.

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 site plan drawing at a scale of not less than one inch per 50 feet which shows:

- a) 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;
- b) 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;
- c) All proposed and existing buildings and setback lines, including those located on adjoining properties;
- d) 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;
- e) All existing and proposed easements;
- f) The locations of all existing utility structures and lines;
- g) The stormwater drainage systems and management plan for existing and proposed structures and of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roadsparking facilities;
- h) All means ;
- i) 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);
- j) The and design of trash enclosure areas, exterior lighting, exterior signage, mechanical and utility facility areas;location of all loading spaces, including, but not limited to, truck loading platforms and loading docks;

- k) The location of all loading spaces, including, but not limited to, truck loading platforms and loading docks;
- l) 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;
- m) Sign plan showing the location, dimensions, area, design, material, color and methods of illumination of all exterior signs;
- n) 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;
- o) 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);
- p) 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;
- q) A grading plan showing existing and proposed grades;
- r) The existing zoning district of the proposed development site and any other zoning district within 300 feet of the site;
- s) 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;
- t) The proposed number of dwelling units and number of bedrooms in the development;
- u) The proposed number of square feet in gross floor area for each commercial, industrial, residential, and other nonresidential use;
- v) A description of each proposed commercial and industrial use;
- w) 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
- x) The forms, materials and other information specified in FMC 22.06.002 (below).

FMC 22.06.002: Applications for project permits shall be submitted upon forms provided by the director. An application shall consist of all materials required by the applicable development regulations, and shall include the following general information:

- a) A completed project permit application form;
- b) A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
- c) A property and/or legal description of the site for all applications, as required by the applicable development regulations;
- d) The applicable fees;
- e) Evidence of adequate water supply as required by RCW 19.27.097;
- f) A completed environmental checklist for project subject to review under the State Environmental Policy Act;
- g) Any supplemental information or special studies identified by the director.