

PRELIMINARY SITE PLAN REVIEW APPLICATION

Major

Minor



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

Background Information

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person (if different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property owner (if different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Engineer/Land Surveyor \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site Plan Review Criteria

(a) Minor Site Plan Review

Minor site plan review typically consists of a single review of detailed plans by the director. However, an applicant may elect to submit conceptual plans for a preliminary review to obtain the advice of the director as to the applicability of the intent, standards and provisions of this chapter to the plan. Once the director has provided this advice, the applicant will be directed to prepare and submit detailed plans to the director for a final review.

(b) Major Site Plan Review

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 Planning/Building Director. The plans submitted for the initial review may be conceptual in detail. However, the greater the level of detail in the plans submitted for Planning Commission review, the greater the level of certainty the applicant will have in preparing detailed plans for final review. When the Planning Commission determines that a site plan meets the criteria, 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

## Submittal Requirements

Submit two sets of the following plans, materials, and other applicable information:

- a) A site plan drawing at a scale of not less than one inch per fifty 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 of this code 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 Section 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 three hundred 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) (n) The forms, materials and other information specified in Section 22.06.002. (Ord. 1246 § 22, 2000).

**Project Description**

Project Name \_\_\_\_\_

Project Location/Address \_\_\_\_\_

Description of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated date of construction start \_\_\_\_\_

Estimated date of completion \_\_\_\_\_

Is this project to be maintained under single ownership or unified control? {    } Yes

If no, explain how the project will be managed and the property maintained in the future.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We \_\_\_\_\_, hereby attest that I/We am/are a property owner(s) or officer of a corporation owning property involved in this request and that I have familiarized myself with the rules and regulations of the City of Fircrest, with respect to preparing and filing this application and hereby give consent to this application and that the foregoing statement, answers and information submitted in behalf of this application are in all respects true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
 Name of individual, corporation or company      Signature

\_\_\_\_\_  
 Address      City, State, Zip

Site Plan Review		
Small Project (less than 5 dwelling units or 10,000 s.f. new commercial structural area)	\$450.00	\$1,350.00
Medium Project (5-20 dwelling units or 10,000 or 30,000 s.f. new commercial structural area)	\$720.00	\$2,160.00
Large Project (more than 20 dwelling units or more than 30,000 s.f. new commercial structural area)	\$1,080.00	\$3,240.00

For Staff Use Only

Application filed on \_\_\_\_\_ 20\_\_\_\_ By \_\_\_\_\_

Received by \_\_\_\_\_ Fees paid \_\_\_\_\_ Receipt # \_\_\_\_\_