

# Major Site Plan Review - Final

## Submittal Items

*Please include the following:*

- Land Use Application
- All materials required during Planning Commission initial review
- Type II-B
  - Intake fee: \$250
  - Deposit: \$1000

Please Note:

● *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 exceeded by the deposit. If the deposit fee exceeds the City's actual costs, the balance shall be refunded.*

● *The Planning Director may adjust the initial deposit depending on size of project.*

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.



**THE CITY OF FIRCREST**

Planning and Building  
115 Ramsdell St Fircrest WA 98466  
253-564-8901  
[www.cityoffircrest.net](http://www.cityoffircrest.net)