



# Urban Center Development Submittal Checklist (chapter 30.34A SCC)

**For PDS Use Only**

PROJECT FILE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

*In addition to required paper copies of submittal plans and documents listed below, please provide one electronic copy of all application materials in Portable Document Format (PDF). **The number of copies for each submittal item will be determined at the pre-application meeting.***

*An architect licensed in the state of Washington is required to have direct involvement in the preparation of the site plan. In addition, one of the following shall also have been involved with the preparation of the site plan and shall be licensed in the State of Washington: a) A landscape architect; b) A registered civil engineer; or c) A registered land surveyor.*

\_\_\_\_\_ **A. Master Use Permit Application** filled out in its entirety with the notarized signatures of the applicant and owner(s) of the property.

\_\_\_\_\_ **B. Cover Sheet (minimum 18"x24") to include the following:**

- \_\_\_\_\_ 1. The name of the proposed project
- \_\_\_\_\_ 2. The name, address, e-mail address and telephone number of the property owner(s)
- \_\_\_\_\_ 3. The name, company, company address, e-mail address and telephone number of the individual who prepared the application
- \_\_\_\_\_ 4. The names, companies, company addresses, e-mail addresses and telephone numbers of all other individuals that were involved in the site plan
- \_\_\_\_\_ 5. A plan sheet index
- \_\_\_\_\_ 6. Current future land use designation and zoning
- \_\_\_\_\_ 7. Legal description
- \_\_\_\_\_ 8. Property tax account number(s)
- \_\_\_\_\_ 9. Date of preparation
- \_\_\_\_\_ 10. Site area in square feet and acres
- \_\_\_\_\_ 11. Number of dwelling units (broken out by less than 1000 square feet and greater than 1000 square feet)
- \_\_\_\_\_ 12. Amount of total gross floor area in square feet
- \_\_\_\_\_ 13. Amount of non-residential gross floor area in square feet
- \_\_\_\_\_ 14. List of uses and total gross floor area for each use

- \_\_\_\_\_15. Maximum and average building height
- \_\_\_\_\_16. Floor Area Ratio (FAR) and if applicable FAR bonus square footage
- \_\_\_\_\_17. Number of parking spaces and parking ratio (broken down by use and square footage)
- \_\_\_\_\_18. Amount of open space broken out by (active) and (passive) in square feet
- \_\_\_\_\_19. List of service providers (fire, water, sewer, schools, etc.)
- \_\_\_\_\_20. A vicinity map, preferably located in the upper right-hand corner of the site plan, clearly identifying the location of the property at a scale of not less than one inch to two thousand feet (1" = 2,000') and including municipal boundaries, township and section lines, major roads, railroad and transmission rights-of-way, rivers, streams and lakes

\_\_\_\_\_ **C. Existing Conditions - (minimum 18"x24" for full size copies and 11"x17" for reduced size copies):** Shall be drawn at an engineer's scale, which will clearly portray all of the required information and include the date of preparation, scale and north arrow.

- \_\_\_\_\_1. The location of all existing structures
- \_\_\_\_\_2. The location and width of all easements including Auditors File number
- \_\_\_\_\_3. The location and width of all existing road network elements
- \_\_\_\_\_4. The location of all existing utilities, such as water, sewer, electricity, gas, septic tanks and drain fields
- \_\_\_\_\_5. The location of existing transit stops or stations (if not adjacent to or along property's frontage, indicate distance in feet)
- \_\_\_\_\_6. The location of existing fire hydrants within 200 feet of the property
- \_\_\_\_\_7. Contour lines of proposed topography, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and roads on site and within 50 feet of the external boundary lines. The contour intervals shall be no more than 5 feet. The site plan shall show datum used and all benchmarks, which refer to established control when available, NGVD Datum (1929), or NAVD 88. When NAVD 88 is used, an equation for conversion to MSL (NGVD 29) shall be shown.

\_\_\_\_\_ **D. Site Plan - (minimum 18"x24" for full size copies and 11"x17" for reduced size copies):** shall be drawn at an engineer's scale, which will clearly portray all of the required information and include the date of preparation, scale and north arrow.

- \_\_\_\_\_1. Locations of all proposed structures, retaining walls/rockeries, fences over four feet in height and any existing structures to be retained
- \_\_\_\_\_2. Setbacks from: all property lines, easements and/or existing buildings, for all proposed building locations and any existing structures to be retained
- \_\_\_\_\_3. The location of existing or proposed freestanding, pole, ground or monument signs
- \_\_\_\_\_4. The location and dimension of parking spaces (spaces shall be consecutive numbered)

- \_\_\_\_\_5. The location of active and passive open space required pursuant to SCC 30.34A.070 (as indicated by either a pattern or dashed lines on the site plan and labeled Open Space)
- \_\_\_\_\_6. The location and type of all existing and proposed road network elements adjacent to and within the development (i.e. public road, private road, drive aisle, etc.)
- \_\_\_\_\_7. The location of all pedestrian circulation required pursuant to chapter 30.24
- \_\_\_\_\_8. The location of planned or existing transit stops or stations (if off-site indicate distance in feet)
- \_\_\_\_\_9. The location of trash enclosures
- \_\_\_\_\_10. Landscape buffers
- \_\_\_\_\_11. The location of drainage vault(s) or pond(s) with either dashed or solid lines with wording indicating what it is
- \_\_\_\_\_12. Are there critical areas on or within 100 feet of site?  Yes  No If yes:
  - (a) Identify any critical areas as defined in chapters 30.62A, 30.62B, and 30.62C SCC including any extending into abutting properties;
  - (b) Identify the location of all proposed buffers and setbacks; and
  - (c) Identify any existing Native Growth Protection Areas (NGPA), NGPA/E and proposed Critical Area Protection Areas (CAPA)

\_\_\_\_\_ **E. Building Illustrations - (11"x17"):** shall be drawn at a scale, which will clearly portray all of the required information. Building Illustrations shall represent the design standards in SCC 30.34A.100 through SCC 30.34A.160

\_\_\_\_\_ **F. Drainage Documents:**

Submit documents and reports pursuant to Chapter 30.63A SCC

\_\_\_\_\_ **G. Traffic Documents:**

- \_\_\_\_\_1. Current Chapter 30.66B SCC Pre-Submittal conference review forms (signed and dated within 90 days of submittal) and associated review fee.
- \_\_\_\_\_2. Traffic Study, with the critical arterial units list and all other required data consistent with the signed Chapter 30.66B SCC Pre-Submittal conference review form and, if required, the Department of Public Works' traffic study scoping checklist
- \_\_\_\_\_3. Transportation Demand Management (TDM) plan or offer
- \_\_\_\_\_4. If applicable, and checked on the Chapter 30.66B SCC Pre-Submittal conference review form, the Washington State Department of Transportation (WSDOT) traffic impact mitigation offer signed by the applicant
- \_\_\_\_\_5. If applicable, and checked on the Chapter 30.66B SCC Pre-Submittal conference review form, any checklists referenced in an interlocal agreement with another jurisdiction for which a traffic study is required, together the city traffic impact mitigation offer signed by the applicant

\_\_\_\_\_ **H. Environmental Documents:**

- \_\_\_\_\_1. SEPA checklist and SEPA review fee. If the lead agency is not the county, the applicant shall submit a completed SEPA checklist and any supporting documents to include the SEPA threshold determination if completed by the lead agency at the time of application
- \_\_\_\_\_2. Are any critical areas being disturbed?  Yes  No If yes:
- \_\_\_\_\_2A. A critical area study for any development activity of action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140)
- \_\_\_\_\_2B. A habitat management plan (SCC 30.62A.466)
- \_\_\_\_\_2C. A geotechnical report for any development activity or action requiring a project permit proposed within an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140)
- \_\_\_\_\_2D. A hydrogeologic report for any activity of use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140)

\_\_\_\_\_ **I. Landscaping Documents:**

Landscape Plan. See supplemental Landscape Plan Checklist for requirements

\_\_\_\_\_ **J. Other Documents:**

- \_\_\_\_\_1. A written summary of the development documenting: 1) how it encourages higher density transit- and pedestrian oriented development that provides a mix of uses and encourages high quality design and 2) a detailed description of the design intent, architectural character and spatial qualities and relationships of and between the structures and physical amenities and attributes within the development
- \_\_\_\_\_2. If applicable, a shared parking allocation plan pursuant to SCC 30.34A.050(6)
- \_\_\_\_\_3. A title report and supporting documents (current within \_\_ days) which covers the subject property
- \_\_\_\_\_4. Additional materials, including those indicating proximity to airport features, may be required if located within Airport Compatibility Area, pursuant to Chapter 30.32E SCC – Airport Compatibility.

\_\_\_\_\_ **K. Applicable Fees**

**AUTHORITY: SCC 30.70.030 authorizes the Director of Planning and Development Services to establish and revise permit application submittal requirements. These requirements are established as shown above, and shall be on file with the department. Due to site-specific circumstances, the director or the director's designee may waive individual requirements on a case-by-case basis.**