CITY OF BUCKLEY ◆ PO BOX 1960 ◆ BUCKLEY, WA 98321
360-829-1921 ◆ Fax 360-829-2659 ◆ www.cityofbuckley.com

CITY OF BUCKLEY
MASTER LAND USE APPLICATION

File # _____

Check all that apply:

- ☐ **BINDING SITE PLAN**
- ☐ **FULL SUBDIVISION (LONG PLAT)**
- ☐ **SHORT SUBDIVISION**
- ☐ **ZONING CODE AMEND**
- ☐ **CRITICAL AREAS PERMIT**
- ☐ **CONDITIONAL USE PERMIT**
- ☐ **REZONE**
- ☐ **VARIANCE**
- ☐ **SITE PLAN**
- ☐ **OTHER:**

Please print or type a response to each question as thoroughly as possible. If you need further information, please contact the City at 360-829-1921. A preliminary meeting with staff, prior to application, is recommended.

1. **Applicant/Property Owner:**_____ **E-Mail:**_____
   Phone # _____**Address:**_____

2. **Applicant (if other than property owner) :**_____ **E-Mail:**_____
   Phone # _____**Address:**_____

3. **Surveyor/Engineer:** _____ **E-Mail:**_____
   Phone # _____**Address:**_____

4. **Location/Address of Project:** _____ **PC Assessor's Parcel No(s):**_____
5. **Legal description (attach additional sheets if necessary):**_____
   _____
   _____

6. **If rezone or zoning code amendment; Description of requested change (attach additional sheets if necessary):**_____
   _____

7. **Project Description/Activity:**_____
   _____
   _____

8. **Provide site plan and project design specifications:** ☐ check
9. **Provide a complete environmental checklist for SEPA review*:** ☐ check
   ***(if required by the City)**
10. **Provide completed application checklist:** ☐ check

11. ***If clearing, grading and/or filling:**

Estimate number of cubic yards:_____if over 500 cubic yards, attach SEPA checklist.

( ) Regraded ( ) Removed from site ( ) Imported to site ( ) Other

Maximum height of fill_____ Maximum depth of cut_____.

Square footage of area to be covered with impervious surface_____.

12. **Describe and identify on site plan any streams, drainage course or wetlands known or suspected within 200 feet of the property and indicate whether or not the project will effect or impact any of these as well as alter the flow of stormwater across the property: _____**

_____

_____

13. **Identify whether or not the project will effect or impact the flow of stormwater across the property. If the project will impact a flow please indicate on the site plan the current drainage pattern and how the project will effect the flow:_____**

_____

_____

Note: The total fee associated with this permit **for which the applicant is responsible shall be** the amount of **the actual costs incurred by the city** during the permit review process (see BMC 20.01.265).

_____ _____

SIGNATURE OF APPLICANT* **DATE**

- (Must be the owner of the property or have a documented legal ownership interest verified by the City)

Agency Use Only:

Application fees/deposits:

	Amount Received:	
☐ **Subdivision (Full/Short)**	_____	**Date received** _____
☐ **Boundary Line Adjustment**	_____	**Date received** _____
☐ **Binding Site Plan**	_____	**Date received** _____
☐ **SEPA Review (checklist)**	_____	**Date received** _____
☐ **Rezone**	_____	**Date received** _____
☐ **Variance**	_____	**Date received** _____
☐ **Conditional Use Permit**	_____	**Date received** _____
☐ **Zoning Code Amend**	_____	**Date received** _____
☐ **Site Plan**	_____	**Date received** _____
☐ **Critical Areas Permit**	_____	**Date received** _____

Application packet materials (check if received):

☐ **Completed application checklist**

MASTER LAND USE APPLICATION CHECK LIST*

A. Completed application form _____

B. Ownership and consent statement _____

C. Site Plan Map (consisting of):

1 - reproducible tracing _____

8 - prints of proposed _____

2 - 11" x 17" reductions _____
or
1 – Electronic PDF of all Maps _____

1 - transparency of plan/vicinity maps _____

Note* reproducible prints shall be 18" X 24"and allow 3" border, left side (prepared by engineer or land surveyor)

Map Contents;

1. Vicinity sketch (w/ N arrow) _____
(all adj. subdivisions, major structures, watercourses, drainage, etc.)

2. Names, addresses, phone numbers of subdivider and Surveyor/Engineer _____

3. Names and owners of property within 300 ft. _____

4. Boundary lines to scale of tract to be subdivided. _____

5. Location, width and names of existing streets, right-of-ways, within or adjacent to, perm buildings, watercourses, power lines, railroads, section lines. _____

6. Existing contours (Solid) proposed contours (dotted) at intervals of 1 ft.(unless otherwise approved by the City), contours are to extend 100 ft beyond _____

7. Profiles/grades of streets _____

8. Parcels for dedication/reserved for public or deeded for common use with purpose, conditions, or limitations _____

9. Existing and proposed easements _____

10. Date, scale, north arrow and meridian _____

11. Source of water supply (letter of water availability) _____

12. Method of sewage disposal (letter of sewer availability) _____

13. Zoning of existing and proposed _____

14. Existing structures and conditions delineated (w/note indicating whether structures are to be removed) _____

15. Natural drainways and water courses, including drainage ditches. _____

16. Proposed restrictive covenants or appropriate limitations and conditions for the use of the land _____

17. Number of gross and net lots per/acre, amount of land and total area of each lot _____

18. Lots numbered consecutively from 1,2…. _____

19. Conceptual Utilities Plan, identifying both existing and proposed (water, sanitary sewer, gas, stormwater, etc.) _____

20. Legal description of original and *proposed _____

21. Identification and delineation of critical areas (w/type & buffer if applicable) _____

22. Title Report or Plat Certificate (no older than 30 days) _____

23. Building setback line on all proposed lots indicated by a dashed line _____

24. Proposed landscaping plans _____

D. Critical Areas Report (if required by the City) _____

Provide details of all work waterward of the Ordinary High Water Mark (OHWM = that area where the presence and action of waters are so common and usual, as to mark upon the soil a distinct characteristic...more information on this definition is available)

Provide details of any Sensitive/Critical Areas studies including information for all potential impacts to any waterways, wetlands or critical areas. Identify any actions to avoid or minimize impacts.

E. Traffic Impact Analysis (May be required by the City for projects generating >25 vehicle trips/day) _____

F. Stormwater Drainage Report _____

G. Environmental Checklist (completed and signed) _____

H. Stamped envelopes with names and addresses of all property owners within 300 feet of the project boundary and a property listing from Pierce County or a title company. _____

I. Profiles showing existing grade and proposed street grades, include typical cross sections of proposed grade, roadway and sidewalks. _____

(Include completed plans, drawings and engineer specifications)

<u>Payment of application fees.</u>

No application for subdivision, short subdivision or binding site plan approval or request for lot line adjustment shall be examined or considered by the city until the following intake fees and deposit fees have been paid in full by the applicant:

Application	Intake Fee	Deposit Fee
Subdivision		
Preliminary	$50.00	$2,500 + $150.00/acre
Final	$50.00	$ 1,500.00
Short subdivision	$50.00	$1,000 + $150.00/acre
Subdivision Amendment	$50.00	$1,500.00
Lot line adjustment	$50.00	$475.00
Binding Site Plan	$50.00	$1,500.00
SEPA Threshold Determination	$50.00	$375.00
Site plan review, including RV Parks		
- < or = to 1 Acre	$50.00	$750.00
- > 1 Acre	$50.00	$1,750.00
Variance		
-Public Hearing/SF Residential	$50.00	$250.00
-Public Hearing/Other	$50.00	$500.00
Conditional Use Permit		
-BOA or Hearing Exam/SF Residential	$50.00	$250.00
-BOA or Hearing Examiner/Other	$50.00	$500.00
Zoning Code Ordinance Amendments		
-Text	$50.00	$700.00
-Rezone	$50.00	$1,775 + $100.00/acre
Type B Home Occupation CU Permit	$50.00	$250.00

Calculation of total fees.

(1) The land use and/or permit applicant shall pay to the city all costs incurred by the city that are associated with processing the land use proposals and/or permits, including consultant costs. City and consultant reimbursables include, but are not limited to staff time for application review, assessment, engineering, inspections, legal, secretarial, administrative costs, cost of publications, and other city processing costs; provided, however, that no charge will apply for one preapplication meeting. City will notify the applicant, in writing, of the applicability of hourly charges for further consultation on a project after the pre-application meeting..
(2) The total fee referred to in subsection (1) of this section shall be reduced by the amount of the deposit fee previously paid. Prior to final city action on the application or request, the applicant shall remit to the city the amount by which the latter's actual costs exceed the deposit fee. Final city approval of the application or request may be conditioned upon payment in full of the amount. If the deposit fee exceeds that of the city's actual costs, the balance shall be promptly refunded to the applicant.