

CITY OF BUCKLEY

P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 761-7801

www.cityofbuckley.com; <http://www.codepublishing.com/WA/Buckley/>



SITE PLAN REVIEW, BMC 19.33

File Number:	_____
Zone:	_____
Parcel Number(s):	_____
Site Address:	_____
Amount Received: \$	Date: _____
TR#	_____
SEPA:	<input type="checkbox"/> Exempt <input type="checkbox"/> DNS <input type="checkbox"/> MDNS
Hearing Date:	_____
Decision by: Hearing Examiner	<input type="checkbox"/> Approved
	<input type="checkbox"/> Approved with conditions
Date: _____	<input type="checkbox"/> Denied
Expiration Date (5 years):	_____
Extension Date (12 months):	_____ / _____

Receipt stamp

NO WORK OR ACTIVITY MAY BE STARTED WITHOUT APPROVAL AND ISSUANCE OF PERMITS.

I. General information. This section of the permit application is to provide basic information about the applicant and the proposal, billing information, and the proposal's location. Please place a check in the square that indicates the permit's billing address:

Proposed Project Name: _____

A. **Applicant/Property Owner:** Phone # _____
Name: _____
Address: _____
City, state, zip: _____
E-mail address: _____

B. Project address and/or location: _____
Parcel ID#: _____

C. **Applicant, if different from property owner:** Phone # _____
Name: _____
Address: _____
City, state, zip: _____
E-mail address: _____

D. **Contractor/Installer:** Phone # _____
Name: _____
Address: _____ Contractor Lic. # _____
City, state, zip: _____
E-mail address: _____

E. **Contact Person:** Phone # _____
Name: _____
Address: _____

City, state, zip: _____
E-mail address: _____

F. **Project Description/Activity:**

G. **Within 200 feet of the subject property, do you know of or suspect the existence of the following:** Don't know/don't suspect

Streams Yes No **drainage course** Yes No **wetlands** Yes No
If yes, please describe:

H. **Will the project affect the flow of storm water across the property?** Yes No

If yes, please show on the site plan the current drainage pattern and how the project will affect the flow and describe here:

II. PROPOSAL INFORMATION

Specific permit information. The following information will help define and enable staff to provide a timely review. Site plan review may precede other planning permit reviews, such as a design review. Site plan approvals expire 5 years after approval. One extension may be granted, not to exceed one year. (BMC 19.33.080).

You may not need a site plan review if any of the following conditions is true, please discuss your proposal with the city planner:

- Your proposal doesn't require a building permit or is for one or two units.
- Your proposal is SEPA-exempt and is not a change in use.
- The proposal is the result of normal or emergency maintenance and repair.

Definitions:

- "AADT" means Annual Average Daily Traffic.
- "Acre" means 43,560 square feet (SF).
- "Floor area" means the total gross area of all floors of all buildings on a lot or building site, as measured to the outside surface of exterior walls or the centerline of walls separating buildings on different lots, excluding crawlspaces, garages, carports, breezeways, attics used solely for storage, open porches, balconies, and terraces.
- "Impervious/hard surface" paved or covered surfaces whether covered by buildings, driveways, parking lots or any other structure covering land.
- "Use" means the nature of the occupancy, the type of activity, or the character and form of improvements to which land is devoted or may be devoted.

A. Designations.

1. **Zone:** _____

Commercial design review district: n/a
Gateway Historic Commercial SR 410 district

2. **Comprehensive plan designation:** _____

3. Provide the comprehensive plan designation, zone and current use of the parcels surrounding the parcel proposing the conditional use:

Direction	Comp plan designation	Zone	Current use
North			
South			
East			
West			

B. Parcel Description.

Attach legal description of all lots or parcel involved in the project

Provided: Yes No

C. Site conditions.

1. What is currently on the site (also show on site plan)?

2. How will the site be altered (e.g. topographical change, creation of access points, provision of public amenity)?

3. Are you proposing any of the following:

a. New construction: Yes No

If yes, please describe the new construction:

b. Sign: Yes No

c. Infill on site with accessory use: Yes No

d. Infill on site with additional use: Yes No

e. Exterior remodel: Yes No

If yes, please describe the exterior remodel construction:

4. Lot area: _____ Acres _____ SF

a. Existing number of buildings: _____

b. Existing number of living units: _____

c. Existing building(s) total floor area: _____ SF

d. Existing use(s): _____

e. Existing area for each use: _____

f. Proposed Number of buildings: _____

g. Proposed number of living units: _____

h. Proposed building(s) total floor area: _____ SF

i. Proposed use(s): _____

j. Proposed area for each use: _____

If area is from a survey, please submit the survey
If none exist, say "0"

D. Impervious Surfaces.

a. Existing square footage of impervious/hard surfaces: _____ SF

b. Proposed square footage of impervious/hard surfaces: _____ SF

E. Parking.

- a. Existing parking stalls for each use: _____
- b. Proposed parking stalls for each use: _____

F. Bicycle parking.

- a. Existing bicycle stalls for each use: _____
- b. Proposed bicycle stalls for each use: _____

G. Landscaping (BMC 19.29).

Existing

Proposed

- a. Façade buffer: _____
- b. Barrier buffer: _____
- c. Visual relief buffer: _____
- d. Parking lot canopy buffers: _____
- e. Street trees: _____
- f. Riparian zone buffer: _____

H. Land Restrictions.

- 1. Are there currently any existing restrictive covenants or limitations or conditions for the use of the land? Yes No
 If yes, please attach a copy. **Provided:** Yes No N/A
- 2. Are there any proposed restrictive covenants or appropriate limitations and conditions for the use of the land? Yes No
 If yes, please attach a copy. **Provided:** Yes No N/A

I. Previous Permits.

Have any permits been previously granted for the property? Yes No
 If yes, please list permit numbers below:

J. Surrounding property information.

Please include two sets of stamped envelopes with names and addresses of all property owners within 300 feet of the project boundary and a property listing map. The City of Buckley is to be the return address; “forever” stamps are recommended.

K. Public service requirements.

Provide a written discussion of the range and intensity of typical uses that will occur on the property and an analysis of the projected need for public services specifically including but not limited to:

- 1. Sanitary sewage general and disposal.
 - a. Is sewage disposal available? Yes No
 - b. Is sewage disposal: Septic City of Buckley
 - c. Provide a letter of sewer availability (or city application). **Provided:** Yes No N/A
- 2. Domestic water consumption and fire flow requirements.

- a. Is a water source available? Yes No
- b. Who is the water purveyor? _____ City of Buckley:

- c. Provide a letter of water availability (city application is acceptable). Provided: Yes No N/A
 - d. Fire flow requirements: _____ See attached report Provided: Yes No N/A
3. Describe storm water runoff. See attached report
-
4. Traffic generation and impact.
- a. Existing AADT volumes: _____
 - b. Discuss the traffic flow patterns currently generated in the vicinity of the site.
-
- c. Anticipated AADT volumes: _____
 - d. Discuss the traffic flow patterns currently generated in the vicinity of the site.
 - i. Will the proposed use generate 25 or more trips per day? Yes No
 - ii. If yes, please provide a traffic impact analysis Provided: Yes No N/A
-

L. Applicant certification.

I hereby certify that:

1. I have read and examined this application and know the same to be true and correct.
2. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.
3. The granting of a permit does not provide authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
4. I understand and agree to abide by any conditions of approval.
5. The fee provided is a deposit; if the deposit is expended, the city may bill me and I agree to pay. If the deposit amount is not expended, I will request a refund after the decision is made and the final bills from city reviewers are received and calculated by the city.
6. RIGHT OF ENTRY: By signing this application the property owner and applicant grant unto the City and it's agents the right to enter upon the project site for purposes of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue for the duration of permit review until all necessary permit approvals are issued, including any public hearings and administrative appeals and including up to issuance of a certificate of occupancy if applicable. Applicant and owner agree that if the property of the project site is transferred to a new owner that permit review and any applicable permitting deadlines may be suspended by the City until right of entry is granted by the new property owner.

*APPLICANT'S SIGNATURE

Date

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

OWNER'S* SIGNATURE

Date

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

III. Submittal requirements.

Note: Large digital files, such as plan sets, should be available to the city through an ftp link; all files must be digital as well as paper.

- | | Included | N/A |
|--|--------------------------|--------------------------|
| A. Application form (completed and signed) | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Permit filing fee | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Ownership and consent statement (declaration) | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Mailing list | | |
| 1. The names and addresses of registered owners of all property within 300 feet, plus any other required address, such as an affected state agency (The boundary is to be drawn from the boundaries of property under the applicant's contiguous ownership; the list can be obtained from the city planner, the Pierce County assessor's office, or a title company) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The map of the area | | |
| 3. Two sets of stamped envelopes addressed with everyone on the list required under Number D.1 | | |
| 4. The city is to be the return addressee | | |
| E. The legal description of all lots or parcels involved in the project | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Proposed lot cover calculation for each proposed lot | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Existing and proposed restrictive covenants or appropriate limitations and conditions for the use of the land | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Protective covenants in form for recording | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Provide a letter of water availability | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Provide a letter of sewer availability | <input type="checkbox"/> | <input type="checkbox"/> |
| K. Environmental checklist (SEPA), completed and signed, if required | <input type="checkbox"/> | <input type="checkbox"/> |
| L. Drainage study, including calculations and downstream analysis, in compliance with Chapter 14.30 BMC approved by the city engineer, if required | <input type="checkbox"/> | <input type="checkbox"/> |
| M. Critical Areas report is required by BMC Chapters 12.08 through 12.13, prepared by a qualified specialist as required by the city, if required | <input type="checkbox"/> | <input type="checkbox"/> |
| N. Provide a written discussion of the range and intensity of typical uses that will occur on the property and an analysis of the projected need for public services specifically including but not limited to trip generation; domestic water consumption and fire flow requirements; Sanitary sewage generation; and storm water runoff | <input type="checkbox"/> | <input type="checkbox"/> |
| O. Traffic Impact Analysis, if required | <input type="checkbox"/> | <input type="checkbox"/> |
| P. Map | | |
| a. Quantity and sheet size | | |
| i. 3 each - 18 inches by 24 inches | | |
| ii. 2 each – 11 inches by 17 inches | | |
| b. Scale | | |
| i. Maximum scale 1-inch equals 50 feet (1" = 50') OR | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Preferred scale 1-inch equals 20 feet (1" = 20') | | |
| *Note: Maps to be recorded with Pierce County shall be drawn in black ink on mylar | | |
| Electronic PDF of all submittal materials | <input type="checkbox"/> | <input type="checkbox"/> |

IV. MAP CHECKLIST

Included N/A

The site plan drawing(s) shall show the remaining items listed below on one to more pages, as appropriate for the proposal to clearly show the following items:

- A. Each page of the drawings **shall** show:
 - a. Title of the project/subdivision and file number
 - b. True north arrow
 - c. Map scale, not to exceed one inch equals 50 feet; preferred one inch equals 20 feet
 - d. Section, township and range
 - e. Sheet identification for the individual plan, as required on the application
 - f. Applicant
 - g. Engineer/Surveyor
 - h. Revision date
 - i. Assessor’s parcel number(s) for application
 - j. All adjoining public or private roads/streets with identifying names and width of the existing right-of-way of adjacent roads/streets
- B. Cover Sheet
 - a. Certification of registered civil engineer or land surveyor, certifying to accuracy of plat and survey
 - b. Spaces for approvals shall be shown, with signature and date, on the face of the final plat map: mayor, city engineer, planning director, city attorney, utilities superintendent, fire chief, Pierce County assessor/treasurer, Pierce County auditor
 - c. Space on a second sheet shall be reserved for conditions
- C. Vicinity map to include the following:
 - a. Drawn to a scale of four inches equals one mile
 - b. Show sufficient detail to orient the location of the original tract
 - c. Names of streets and other landmarks
 - d. Zoning designation(s)
 - e. North directional arrow
- D. Legal description of original parcel
- E. Name and address of the owner of record of the original tract
- F. Recorded names of subdivision(s) adjacent to the site
- G. Existing and proposed access ways for vehicles on both public and private streets including width and location of access to all lots
- H. Existing and proposed pedestrian access ways on both public and private land
- I. Existing and proposed natural features on the subject parcel and on adjacent parcels
- J. Existing and proposed topographic contours at one-foot intervals, unless steep slope topography is on the site, then two-foot or five-foot contour intervals may be approved by the planning director or the city engineer
- K. Show natural drain ways and water courses including drainage ditches
- L. Identification and delineation of critical areas(w/type & buffer if applicable)
- M. Show existing and proposed boundary lines, dimensions and bearings of the original parcel; tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves

- | | | | |
|----|---|--------------------------|--------------------------|
| N. | Number to identify each lot and each block | <input type="checkbox"/> | <input type="checkbox"/> |
| O. | Location, dimensions and purpose of any existing and proposed easement | <input type="checkbox"/> | <input type="checkbox"/> |
| P. | Minimum building setback lines from all lot boundaries, including additional setbacks in front of the proposed garage area to permit vehicular turnaround on flag lots or other lots without street frontage, to be indicated by a dashed line | <input type="checkbox"/> | <input type="checkbox"/> |
| Q. | Dimension distances between structures | <input type="checkbox"/> | <input type="checkbox"/> |
| R. | Existing structures, with note to be removed on the preliminary plat, if the structures are to be removed prior to final plat recording | <input type="checkbox"/> | <input type="checkbox"/> |
| S. | Proposed preliminary landscaping plans | <input type="checkbox"/> | <input type="checkbox"/> |
| T. | Existing and proposed lighting | <input type="checkbox"/> | <input type="checkbox"/> |
| U. | Existing and proposed parking facilities | <input type="checkbox"/> | <input type="checkbox"/> |
| V. | Existing and proposed signs | <input type="checkbox"/> | <input type="checkbox"/> |
| W. | Conceptual utilities plan on one or more sheets, showing the location and size of existing and proposed utilities, including water, natural gas, sanitary sewer, stormwater facilities and easements. These drawings may be shown on a smaller size than the required sheet size for the plat map | <input type="checkbox"/> | <input type="checkbox"/> |