



**City of Washougal**  
**Type I Site Plan Application**

Community Development - Planning  
1701 C Street  
Washougal, WA 98671  
(360) 835-8501 • Fax (360) 835-8808  
[www.cityofwashougal.us](http://www.cityofwashougal.us)

*For City Use Only:*

SPR: \_\_\_\_\_

Fee: \_\_\_\_\_

Paid: \_\_\_\_\_

**SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT**

**BRIEF DESCRIPTION OF PROPOSAL:**

**APPLICANT:**

\_\_\_\_\_  
Name Phone E-mail  
\_\_\_\_\_  
Address City State Zip

**PROPERTY OWNER (list multiple owners separately)**

\_\_\_\_\_  
Name Phone E-mail  
\_\_\_\_\_  
Address City State Zip

**CONTACT (if different than the APPLICANT)**

\_\_\_\_\_  
Name Phone E-mail  
\_\_\_\_\_  
Address City State Zip

**LOCATION OF PROJECT:**

Site Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_

Located in the \_\_\_\_\_ 1/4 of Sec: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ of the Willamette Meridian.

Serial #s of parcels included: \_\_\_\_\_

Comp Plan Designation: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

Overlay Zone(s): \_\_\_\_\_ Total Acreage of Original parcel(s): \_\_\_\_\_

**AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

**In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.**

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner) Date

## Type I Site Plan Application Instructions

### “Site Plan” Defined:

“Site plan” means a graphic illustration, two-dimensional, prepared to scale, showing accurately and with complete dimensions, all proposed and existing buildings, stacks, buffers, landscaped open space structures and features, and parking proposed within accurately dimensioned boundaries of a lot, tract or specific parcel of land (WMC 18.06.1190).

### Purpose:

The purpose of site plan approval is to ensure compatibility between new developments, existing uses and future developments in a manner consistent with the goals and objectives of the comprehensive plan in order to create healthful and safe conditions. Site plan approval is required according to the provisions of this chapter in order to promote developments that are harmonious with their surroundings and maintain a high quality of life for area residents; to ensure that new developments are planned and designed to protect privacy, to determine appropriate lighting and noise mitigation measures, and to ensure adequate and safe access. Site plan approval is required for all developments as specified in WMC 18.88.010.

### Type I Classification

A Type I (Administrative) Site Plan Review involves very little discretionary decision making in application of the applicable development ordinances and has little to no significant impact to abutting property owners or the public in general.

These site plan reviews are typically relatively minor in nature, consistent with the zoning and surrounding land uses, do not have a substantial impact on the natural and built environment and are not in a critical area. The following are classified as Type I Site Plan Reviews:

- Building Permits;
- New construction or expansion of existing construction which do not exceed:
  - Six thousand square feet of new floor area,
  - Twenty new parking spaces, and
  - Six new multifamily residential units, except as provided for in Section WMC 18.88.025;
- New construction or expansion of existing construction of offices, schools, commercial, recreational, service or storage buildings which do not exceed:
  - Four thousand square feet and/or up to twenty parking spaces.

If a Site Plan Review is part of an overall application (i.e., PUD or CUP) that is subject to a higher review process, the Site Plan Review shall be considered in conjunction with the overall application.

### Procedure:

Upon receipt of an application for a Type I Site Plan, the Community Development Department will perform the following:

1. Technically Complete Review:
  - Within twenty eight (28) calendar days of submittal, the director, or designee, shall determine if the application is **Technically Complete** and shall send the applicant a letter stating such or identifying what additional information is requirement to make it technically complete.
2. Final Decision:
  - The director shall approve, approve with conditions, or deny the application within 28 calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the City shall not be included in the 28-day period.
3. Appeal:
  - The decision may be appealed, by applicants or parties of record, or any person aggrieved by the interpretation or approval, to the hearing examiner, within 14 calendar days after issuance of the notice of the decision or after other notice that the decision has been made and is appealable. New evidence can be introduced and new issues can be raised before the hearing examiner and the examiner shall make an independent decision based on all of the evidence in the whole record (WMC 18.94.040).

## **Type I Site Plan Submittal Requirements**

The following checklist identifies information to be included with the application. **All** items must be submitted, and or addressed before the application will be considered Technically Complete.

**APPLICATION FORM:**

The application form shall be completed and original signed in ink by the owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying the authorized representative to act on their behalf shall accompany the application.

**WRITTEN NARRATIVE:**

Description of the applicant's proposal, uses, hours of operation, frequency of deliveries and construction schedule.

**SITE PLAN:**

FIVE (5) paper copies drawn to a minimum scale of 1:200 (1 inch equals 200 feet), on sheets no larger than 24 inches by 36 inches which includes the following:

- Vicinity map showing streets, access points, and utility locations on and within the immediate vicinity of the site;
- The site size, dimensions and orientation relative to North;
- The location, name, centerline and dimensions of public and private streets adjoining the site;
- The location of existing structures and other improvements on the site;
- The following information if applicable: the location and dimensions of proposed development including streets, sidewalks, parking and circulation areas, loading and service areas, recreational or open space features, aboveground utilities, easements, existing structures to be retained on the site and their distance from the property line, proposed structures (including signs, fences, etc.), their height and their distance from property lines, the location and type of existing and proposed outdoor lighting, the size and location of solid waste and recyclable storage areas;
- Legal description for parcel(s) in question.

**STORMWATER NARRATIVE:**

Written narrative describing the stormwater management techniques proposed that demonstrate that increases in stormwater runoff resulting from the development can be managed on-site pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in 2014 (SWMMWW). The narrative also should include Figures 2.4.1 and 2.4.2 from the SWMMWW, and identify which Minimum Requirements are necessary for the proposal based on the Figures and the additional guidelines included in Sections 2.4.1 and 2.4.2 of the SWMMWW.

**LANDSCAPE PLAN:**

Four (4) paper copies drawn to a minimum scale of 1:200 (1 inch equals 200 feet), on sheets no larger than 24 inches by 36 inches identifying existing and proposed landscaping on-site and in the adjacent public right-of-way. Landscaping improvements can be shown on the site plan drawing.

**PUBLIC IMPROVEMENTS:**

Written narrative describing the public infrastructure improvements proposed as part of the project including street frontage, water system and sewer system improvements. The narrative shall justify the omission of any frontage improvements not proposed. *Applications which propose public improvements which do not comply with the Washougal Engineering Standards (WES) will be required to submit a Road Modification Request pursuant to Chapter 1.07 of the WES.*

**CURRENT OWNERS DEED:**

Deeds for property are available from a Title Company. If the subject site is vacant, include sales history of each lot since 1969 including copies of deeds and real estate contracts. Any segregation requests and/or previous surveys should also be included.

**WATER SEWER UTILITY SERVICE APPLICATION**

To obtain an estimate of applicable water, sewer and stormwater utility connection charges.

**ELECTRONIC COPY OF SUBMITTAL MATERIALS (PDF FORMAT)**

PDF documents can be submitted via email or on disc/USB flash drive at time of paper copy submittal.

**TRAFFIC ANALYSIS**

Submit a report addressing applicable regulations outlined in WMC 18.90 based upon the scope of the project. The analysis must be prepared or certified by an engineer licensed in the State of Washington with expertise in traffic and transportation engineering.

**APPLICATION FEE:**

Consult staff to determine application fee.

Questions regarding any of the above may be directed to the Washougal Community Development Department, 1701 'C' Street, Washougal, WA 98671, (360)835-8501.