



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

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

For City Use Only:

SPR2: _____

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 II 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.

Site Plan Review shall apply to all change of use, new construction, expansion or alteration, which requires a building permit and results in a change in the intensity of the use of land. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown upon an approved plan which is in conformance with the requirements set out in Chapter 18.88 - Site Plan Approval of the Washougal Municipal Code (WMC).

Type II Classification:

These types of reviews are typically more substantial in nature and may have potential incompatibility with surrounding zoning or land uses or may have a more substantial impact on the natural and built environment. The following are classified as Type II Site Plan Reviews:

- Any development which is not listed as a Type I Site Plan in WMC 18.88.020(A) or listed as exempt under WMC 18.88.025.
- Any development subject to SEPA pursuant to WMC Chapter 16 (Environmental Regulations).
- Any development subject to provisions of WMC 18.90 (Concurrency).
- Any development located on a parcel, which abuts a contrasting zone, as follows:
 - Any multi-family, which abuts a single-family designation and is not listed as a Type I action.
 - Any industrial designation which abuts any commercial designation, or vice-versa.
 - Any commercial zone which abuts any residential zone.
 - Any industrial zone which abuts a residential zone.

Binding Site Plan Reviews:

A Binding Site Plan functions as an alternative to dividing commercial or industrial property through the platting process by designating a specific use and configuration and binding that to the site through a restrictive covenant. Binding Site Plans shall also be processed as a Type II site plan. Binding Site Plans shall be completed consistent with the requirements and provisions of RCW 58.17.035 and Chapter 18.88 of the WMC.

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 II 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.
 - Within fourteen (14) calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what information is required to make it technically complete.

2. Notice of Application and Routing for Comments:
 - The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date and are the responsibility of the City.
 - Notice of application shall be posted at the subject property by the applicant pursuant to WMC 18.94.080(6).
3. Environmental Review/SEPA (If applicable):
 - Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act.
4. Final Decision:

The Final Decision shall be made and mailed not more than 120 calendar days after the date of technically complete determination is made. This period shall not include:

 - Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
 - Substantial project remissions made or requested by an applicant, in which case the timelines set forth will be calculated from the time that the city determines the revised application to be complete.
 - Projects involving the siting of an essential public facility.
 - Time spent preparing an environmental impact statement.
 - All time required to obtain a variance.
 - Time between submittal and resolution of an appeal, including remands and determination of significance.
 - Time required to process a request for reconsideration.
 - Any extension of time mutually agreed upon by the applicant and the City in writing.
5. 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 II 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. The narrative should also describe 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 LIST OF NAMES AND ADDRESSES OF PROPERTIES WITHIN 500 FEET OF SUBJECT SITE:

The list shall be dated and certified as being a complete list of adjacent owners by the assessor's office, surveyor or title company. The list will be considered current if the certification date is within 30 days of application submittal. The list shall also be provided on self-adhesive mailing labels;

TRAFFIC STUDY:

Two paper copies of the traffic study as required by WMC 18.90.

PRE-APPLICATION CONFERENCE REPORT:

And any other items requested in the Pre-Application Conference Report, if completed.

SEPA CHECKLIST (if applicable):

Signature and date are to be original.

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 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;
- The approximate slope of the site;
- The approximate location of significant natural conditions such as rock outcroppings, floodplain, drainage patterns and courses, slopes in excess of 15%, unstable ground, high seasonal water table or impermeable soils, areas of severe erosion potential, areas of weak foundation soils, wildlife habitat, historic, cultural or archaeological resources, and the location and description of individual trees (or clusters) having a diameter of six (6) or more inches measured four (4) feet above grade.
- Abutting properties within approximately 100 feet of the site, and the approximate location of structures and uses on the abutting properties;
- If proposing more than one access, indicate which is the primary access for addressing purposes;
- Legal description for parcel(s) in question.

- CONCEPTUAL STORMWATER PLAN:**
Two paper copies of the Conceptual Stormwater Plan which demonstrates 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.

- ARCHITECTURAL PLANS:**
Two (2) paper copies Building elevations and floor plan for proposed buildings and additions.

- LANDSCAPE 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 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.

- SIGN PLANS** (if applicable):
Two (2) paper copies of sign plans with sufficient information to demonstrate compliance with WMC 18.60.

- 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.

- 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.

- WATER SEWER UTILITY SERVICE APPLICATION:**
 To obtain an estimate on applicable water, sewer and stormwater utility connection charges.

- 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.