



PRE-SUBMISSION CONFERENCE GUIDELINES

A Site Plan Pre-submission Conference provides an opportunity to discuss the general concepts of your proposed development. This Pre-submission Conference assists you with the preparation and submission of a formal site plan.

If you are planning a commercial development, industrial development, or a multi-family development of greater than two (2) dwelling units, or any project with major impacts, or as determined by the City per Ch. 20.49.030 of the Shelton Municipal Code, the Site Plan Review Committee (SPRC) will review your project.

Shelton's Municipal Code requires that the Committee review and approve site plans before issuing construction permits for any of the developments mentioned above (Chapter 20.49 of the Shelton Municipal Code).

The SPRC includes representatives from the City's Public Works (Engineering), Community & Economic Development Department (Building, Planning) and Fire Department and meets every Thursday.

STEP 1. You should review the following information (available from the Community & Economic Development department), which may be applicable to your property.

- The City's Zoning Code and Zoning Map
 - Sewer, water and storm main availability
 - Storm water Map
 - Requirements for water and sewer charges, including any Latecomer's fees through Latecomer's Agreements (a charge levied as intervening properties connect to a new line in order for the original installer to be reimbursed for some of the original installation costs). Developer may also enter into a Latecomer's Agreement with the City, as applicable. Applicant/Owner is responsible for preparation of this document.
 - Location of fire hydrants
 - Flood hazard maps
 - Any other land use regulations which apply to your property
- Example:
- If your property is near a body of water, you may also need a Shoreline Permit
 - If your project could adversely affect the environment, you may need to discuss the requirements of the State Environmental Policy Act (SEPA) with staff
 - Conditional Use Permits, Variances and Rezones
 - Approvals from the Hearing Examiner

The City staff will be available to assist you in any way possible.

STEP 2. PRE-SUBMISSION CONFERENCE

The Pre-submission Conference Application is submitted and is reviewed for completeness. If the information submitted is complete, a meeting will be scheduled with the SPRC the following week. **If the application is deemed incomplete, a site plan review meeting will not be scheduled until all necessary information is submitted.**

During the Pre-submission Conference the SPRC will:

- Review the plan's conformance with the City's zoning and other land use ordinances:
- Review the plan's conformance with building, landscaping, street and utility standards:
- Advise you of potential environmental concerns:
- Review the plan's conformance with the City's Sewer and Water Comprehensive Plans; and Storm water Management Manual for the Puget Sound Basin (The Technical Manual);
- Give specific directions of preparation of the application for Formal Site Plan Review if required (which may require you to obtain technical or professional assistance).

The information required on the site plan for the pre-submission conference will include:

You are not required to submit engineered or construction plans at this time. However, you will need to submit **six (6) conceptual** site plans drawn to an engineering scale from 1" = 20' to 1" = 50' of your proposal, with the following information included, along with the completed application form:

1. A vicinity map showing the property boundaries in relation to the closest streets and major streets in the area.
2. Scaled drawings or sketches showing locations, sizes and uses for existing and proposed structures. Indicate gross floor area of each, interior compartmentalization and room use, type of construction, and elevations in sufficient detail to permit computations of yard requirements.
3. Proposed internal circulation, including new and existing access points to streets and turning radii.
4. Parking area layout including dimensions of the spaces and back-up aisles, including barrier-free parking stalls. Parking requirements required by zone code.
5. Existing and proposed utilities both on and abutting the site, including hydrant locations, waterlines, sewer and storm lines, street lights. The majority of this information is available in the Community & Economic Development department.
6. Existing street and alley rights-of-way both constructed and not constructed (unopened streets and alleys) with width of existing and proposed sidewalks and driveways cuts.
7. Proposed locations and type of solid waste and recycling receptacles.
8. Conceptual storm drainage plan.
9. Conceptual landscape plan drawn to scale showing areas to be landscaped, existing trees to remain and to be removed, varieties and sizes of trees and plant material to be planted on site, irrigation and/or other systems required to maintain trees and plant materials, and total square footage of all landscaped areas.
10. Sign plan, drawn to scale, for all exterior signage showing location, size, design, material, color and method of illumination.



CITY OF SHELTON
Public Works and Community & Economic Development
Department
525 West Cota Street, Shelton, WA 98584
(360) 426-9731 Fax: (360) 426-7746

Meeting Date: _____

Meeting Time: _____

PRE-SUBMISSION CONFERENCE APPLICATION

Please print or type and **COMPLETE TO THE BEST OF YOUR ABILITY**
 (See Checklist for Submittal Requirements)

Date of Application _____

PROJECT INFORMATION

Project Title _____

Project Address _____

Legal Description

(Attach separate sheet if necessary) **Lot** **Block** **Addition**

Assessor's Parcel Number(s) _____

Project Description: _____

CONTACT INFORMATION

Information to be mailed to: Applicant Owner/Purchaser Representative All

Name of **APPLICANT** _____

Mailing Address _____

Phone Number and E-mail _____

Name of **OWNER (or PURCHASER)** _____

Mailing Address _____

Phone Number and E-mail _____

Name of **AUTHORIZED REPRESENTATIVE** _____

Mailing Address _____

Phone Number and E-mail _____

PLEASE NOTE: You can expect more detailed feedback from City staff if you supply all the information requested in the table below and in Step 2 of the Pre-submission Conference Guidelines.

	EXISTING	TO BE ADDED	TOTAL
Parcel Area	Sq. ft.	Sq. ft.	Sq. ft.
Number of Lots			
IBC Building Type			
Occupancy Type			
Number of Buildings			
Height	Ft.	Ft.	Ft.
Number of Stories Including Basement			
Basement	Sq. ft.	Sq. ft.	Sq. ft.
Ground Floor	Sq. ft.	Sq. ft.	Sq. ft.
Second Floor	Sq. ft.	Sq. ft.	Sq. ft.
Remaining Floors (Number _____)	Sq. ft.	Sq. ft.	Sq. ft.
Gross Floor Area of Bldg.	Sq. ft.	Sq. ft.	Sq. ft.
Landscape Area	Sq. ft.	Sq. ft.	Sq. ft.
Paved Parking	Sq. ft.	Sq. ft.	Sq. ft.
Other Impervious Area (Sidewalks, etc.)	Sq. ft.	Sq. ft.	Sq. ft.
Total Impervious Area	Sq. ft.	Sq. ft.	Sq. ft.
Sewer	City		
Water	City		

REFERENCE CODE EDITIONS effective _____

1. 2015 INTERNATIONAL BUILDING CODE - WAC 51-50
2. 2015 INTERNATIONAL EXSISTING BUILDING CODE
3. ACCESSIBLE AND USABLE BUILDING AND FACILITIES ICC/ANSI A117.1 – 2003
4. 2015 INTERNATIONAL FUEL GAS CODE
5. 2015 INTERNATIONAL FIRE CODE WAC51-54
6. 2015 UNIFORM PLUMBING CODE - WAC 51-56 / 51-57
7. 2015 INTERNATIONAL MECHANICAL CODE / WAC 51-42
8. 2015 NON- RESIDENTIAL ENERGY CODE

DESIGN CRITERIA:

9. SEISMIC ZONE: D-1
10. WIND LOAD: 110 MPH,
11. EXPOSURE: B, (to be verified by design professional)
12. SNOW LOAD: 25 PLF
13. SOIL BEARING CAPACITY: Determination by design professional

I affirm that all answers, statements and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Shelton and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City, which apply, to this application.

SIGNATURE

PRINT NAME

DATE



CITY OF SHELTON
Public Works Department—Engineering Department
525 West Cota, Shelton, WA 98584
(360) 426-9731
PROJECT REVIEW APPLICATION

DATE: _____

PROJECT NAME & LOCATION: _____

TAX PARCEL NUMBER: _____

SITE ADDRESS: _____

APPLICANT INFORMATION

NAME _____

Mailing Address: _____

Daytime Telephone: _____

Email Address: _____

Owner Purchaser

REPRESENTATIVE INFORMATION

NAME _____

Mailing Address: _____

Daytime Telephone: _____

Email Address: _____

PROJECT TYPE BEING REVIEWED	
<input type="checkbox"/> Pre Submission	<input type="checkbox"/> Re-Submittal
<input type="checkbox"/> Residential	<input type="checkbox"/> Sewer
<input type="checkbox"/> Multi Family	<input type="checkbox"/> Water
<input type="checkbox"/> Commercial Development	<input type="checkbox"/> Storm
<input type="checkbox"/> Industrial	<input type="checkbox"/> Plat
<input type="checkbox"/> Fire	<input type="checkbox"/> Plat Civil Improvements
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Demolition
<input type="checkbox"/> Re-Issue	<input type="checkbox"/> Fill and Grade

APPLICANT:

PLEASE COMPLETE AND ATTACH THE FOLLOWING TO THE APPLICATION:

Incomplete Applications / Site Plan will not be accepted. If the Application / Site Plan is deemed incomplete it will be returned. Provide drawings, schematics, or permits in a manner easy for City Staff to review and comment.

Vicinity and location map

Site Plan identifying the following

- Proposed access location to Public Street
- Existing access location to Public Street
- Existing adjacent/neighbor accesses to Public Street
- Existing location and name of drainage/surface water
- Proposed drainage facilities type and location
- Contours/topography from the best available source
- Existing street names and locations
- Proposed street names and locations
- Existing City Right Of Way(s)
- Existing easement locations
- Proposed easement locations
- Existing water, sewer (size, type)
- Proposed water, sewer (size, type)
- Proposed solid waste pick up

Written estimate of trips to and from the site daily for the proposed use. Specifically list trucks and other traffic.

Written estimate of square footage area for the footprint of non-residential buildings

Written estimate of proposed cut & fill quantities in cubic yards

Is this project within the City limits? Yes No UGA? Yes No