



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

OFFICIAL USE ONLY	
Fee Received _____	Receipt # _____
Date Received _____	Received By _____
Meeting _____	Comments Due _____

SITE PLAN REVIEW APPLICATION

Please print or type

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 Representative

Name of **APPLICANT** _____

Mailing Address _____

Area Code and Phone Number _____

Name of **OWNER** _____

Mailing Address _____

Area Code and Phone Number _____

Name of **AUTHORIZED REPRESENTATIVE** _____

Mailing Address _____

Area Code and Phone Number _____

PROJECT SPECIFICATIONS

	EXISTING	TO BE ADDED	TOTAL
<u>Lot Size</u>	Sq. ft.	Sq. ft.	Sq. ft.
Number of Buildings			
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(s).	Sq. ft.	Sq. ft.	Sq. ft.
<u>Total Landscape Area</u>	Sq. ft.	Sq. ft.	Sq. ft.
<u>Total Impervious Area</u>	Sq. ft.	Sq. ft.	Sq. ft.
Sewer	City		
Water	City		

* Attach an itemized list if site has multiple structures

In addition to the above information, the following additional information must be submitted as part of a complete site plan application, per SMC Section 20.49.040 (check box if submitted with application):

1. A site plan drawn to scale showing the following:
 - a. The location, size, bulk, height and number of stories for all retained existing and proposed structures.
 - b. All driveways, pedestrian walkways and paving areas, indicating the location of entrances, exits and the direction of traffic flow throughout the site.
 - c. All landscape areas, fences and retaining walls.
 - d. A parking plan showing all on-site (off-street) parking, loading and maneuvering areas.
 - e. A storm water drainage and retention/detention plan.
 - f. The location of all existing and proposed fire hydrants.
2. A topographic map indicating existing and proposed contours of the site.
3. A utility plan indicating the location of all-utility lines, transformers and vaults.
4. A landscape plans drawn to scale showing the location of all existing trees on the site.
5. A landscape plan drawn to scale showing the location and design of landscape areas, the varieties and sizes of trees and plant materials to be planted on the site, in accordance with the landscaping provisions of SMC Chapter 20.60.
6. An irrigation plan of all landscape areas.
7. Scaled architectural drawings of all floor plans and exterior building elevations, in accordance with the design standards of SMC Chapter 20.64.
8. A sign plan drawn to scale showing the location, size, design, material, color and method of illumination of all exterior signs.
9. An environmental checklist as per SMC Chapter 21.31.

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



"Building A Stronger Community
TOGETHER"

SITE PLAN REVIEW GUIDELINES

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, you must submit an application for site plan review prior to any grading, clearing or development of the site. (SMC Chapter 20.49). An application form for site plan review is available at the Shelton Community & Economic Development Department. No building, clearing or grading permits will be issued for the above-described projects without site plan review approval by the SPRC).

The SPRC includes representatives from the City's Public Works (Engineering), Community & Economic Development Department (Building, Planning) and Fire Department and meets every Thursday. The applicant will meet with the SPRC for site plan review prior to the SPRC's decision on the application.

Things to consider before submitting an application

You should review any of the following information (available from the Community & Economic Development department) that 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.

Pre-submission Conference

You may request a pre-submission conference with the Site Plan Review Committee (SPRC) before submitting a site plan application. The Pre-submission Conference is not mandatory; the fee for this meeting varies based on the scale of the project. The purpose of the pre-submission conference is to help you identify code provisions that may be pertinent to your particular site or proposal, and also to provide information on what is required for a complete application. The SPRC meets weekly. A pre-submission conference is typically held within two weeks following submittal of a *complete* application, but scheduling will depend upon the number of applications

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received for a particular week. Information on applying for a pre-submission conference is available from the Community & Economic Development Department.

Coordinating Site Plan Review with Environmental Review (SEPA).

If State Environmental Policy Act (SEPA) regulations apply to your project, you must submit an Environmental Checklist with your Site Plan Review application. City responses may range from a simple "Determination on Non-Significance" to requiring an Environmental Impact Statement (EIS) if significant adverse impacts could result from the project. A decision on the site plan review will not be rendered until environmental review has been completed.

Site Plan Review Process

The Site Plan Review application is submitted to the Community & Economic Development Department for distribution to other pertinent departments for review. A meeting is usually held within two weeks after the application is submitted, but shall be held no later than 28 days after the application is submitted. The applicant may attend this meeting. After the site plan meeting, the City will determine if the application is complete. If it is not complete, the City will provide written notice on what is required to complete the application. Once the application has been deemed complete, a decision to approve, conditionally approve or deny the proposal will be rendered within 120 days of the date the application is deemed complete as per SMC Section 17.06.040.

Expiration of Site Plan Approval

Site plan review approval shall expire within one (1) year of the approval date if a building permit has not been issued or if an issued building permit has expired without action.

The information required for the Site Plan Review application includes:

Completed application form, Site Plan Review fee and the following:

1. A site plan drawn to scale showing the following:
 - a. The location, size, bulk, height and number of stories for all retained existing and proposed structures.
 - b. All driveways, pedestrian walkways and paving areas, indicating the location of entrances, exits and the direction of traffic flow throughout the site.
 - c. All landscape areas, fences and retaining walls.
 - d. A parking plan showing all on-site (off-street) parking, loading and maneuvering areas.
 - e. A storm water drainage and retention/detention plan.
 - f. The location of all existing and proposed fire hydrants.
2. A topographic map indicating existing and proposed contours of the site.
3. A utility plan indicating the location of all-utility lines, transformers and vaults.
4. Landscapes plan drawn to scale showing the location of all existing trees on the site.
5. A landscape plan drawn to scale showing the location and design of landscape areas, the varieties and sizes of trees and plant materials to be planted on the site, in accordance with the landscaping provisions of SMC Chapter 20.60.
6. An irrigation plan of all landscape areas.
7. Scaled architectural drawings of all floor plans and exterior building elevations, in accordance with the design standards of SMC Chapter 20.64.
8. A sign plan drawn to scale showing the location, size, design, material, color and method of illumination of all exterior signs.
9. An environmental checklist as per SMC Chapter 21.31.
10. A vicinity map showing the property boundaries in relation to the closest streets and major streets in the area.

11. 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.
12. Proposed locations and type of solid waste and recycling receptacles.

Appeal of Site Plan Review Decision

The applicant, or any other aggrieved party, may appeal the site plan review decision. The appeal must be submitted in writing along with a \$150.00 appeal fee within twenty (20) days of the date of the decision to the City Administrator. The appeal must state the item or items being appealed.

Next Steps after Site Plan Review Approval

Once a site plan has been approved, you may proceed to prepare and/or submit civil drawings and building permit applications that reflect the approved site plan. (Building Permit Applications may be submitted prior to site plan approval if a Concurrent/Deferred Review Agreement is submitted with the building permit applications). The following information must be included with these submittals:

Engineering Civil Plan Review

Fees for engineering permits, clearing and grading permits, water meters, water main taps, and sewer main taps will be calculated at the time of permit issuance.

Required plan submittals:

- Six (6) stapled sets of engineering plans with:
- Six (6) sets of site/architectural plans, revised per SPRC approval
- Six (6) sets of Landscape plans
- Six (6) sets Civil drawings including all utilities and storm drainage
- Clearing/grading/erosion control plan and application, if applicable
- Latecomer's fee (Applicant/Owner responsible for document)

Building Permit Application

Building, Mechanical, Plumbing, and Fire Sprinkler/Alarm Permit fees will be calculated at the time of plan Submittal.

Required plan submittals:

- Five (5) stapled sets of building, mechanical, and plumbing plans with:
 - Building, Mechanical, and Plumbing permit applications
- Two (2) copies of soils report
- Two (2) sets of structural calculations
- Two (2) sets of building specifications (if available)
- Two (2) sets of WSEC and Ventilation Code specifications and calculations
- Four (4) sets of fire alarm specifications, if applicable
- Four (4) sets of fire sprinkler specifications, if applicable