



Site Plan Review Submittal Checklist

Site Plan review and approval is a Type II review per [LSMC 14.16B](#). It is required for all multiple-family, commercial, industrial, utility, shoreline development, public-initiated land use proposals, the expansion and exterior remodeling of structures, parking, and landscaping, and as otherwise specified by Title 14 and LSMC [14.16C.105](#). Please be advised that a site plan review is not a binding site plan review, which is reviewed under section [LSMC 14.18.105](#) through [14.18.180](#). A site plan shall be submitted as part of all permit and project approval applications with the information required in [LSMC 14.16C.105\(d\)](#). A Type II review is an administrative approval with public notice. Site Plan approvals expire within one year after permit(s) issuance per [LSMC 14.16A.250](#).

If you are unsure if an item is required, call 425-622-9400 and ask to speak to the planner assigned to you at the pre-application or the planner on duty.

Site Plan Review for Compliance:

The purpose of the site plan review process is to determine compliance with the City's applicable development regulations and Comprehensive Plan provisions and to ensure the following have been achieved ([LSMC 14.16C.105\(a\)\(1-4\)](#)):

1. To coordinate the proposal, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public projects within the area;
2. To encourage proposals that embody sound design principles that will result in high-quality development on the subject property;
3. To determine whether the streets and utilities in and around the subject property are adequate to serve the anticipated demand from the proposal; and
4. To review the proposed access to the subject property to determine the optimal location and configuration for access.
5. The site plan shall comply with applicable regulations and Comprehensive Plan provisions, per [LSMC 14.16C.105\(f\)](#).

Site Plan Submittal Requirements, [LSMC 14.16C.105\(d\)](#) and shall include:

1. The building envelope of all structures and the location of all on-site recreation open space areas, buffers, points of egress, ingress, internal circulation, pedestrian facilities and parking;
2. Existing and proposed topography at contour intervals of five or fewer feet;
3. Name, address and phone number of the owner and plan preparer(s);
4. Adjacent properties, zoning and existing uses;
5. Location of existing and proposed utilities (e.g., water, sewer, electricity, gas, septic tanks and drain fields – all utilities to be shown underground per [Chapter 14.60](#));
6. Location of nearest fire hydrant, if the subject property is served or will be served by a water purveyor;

7. Calculations showing acreage of the site, number of dwelling units proposed, zoning, site density, and on-site recreation open space acreage;
8. Scale and north arrow;
9. Location of public and private rights-of-way;
10. All critical areas, including size, location, type, proposed buffers and setbacks (if critical areas exist and a critical areas study is required);
11. Natural and manmade drainage courses (e.g., ditches, streams, etc.) and probable alterations which will be necessary to handle the expected drainage from the proposal, and the general method proposed to comply with [Chapter 14.64](#);
12. Source, composition and approximate volume of fill materials;
13. Typical cross-section sheet showing existing ground and building elevations, proposed ground and building elevations, and the height of existing and proposed structures.

Submittal Requirements, [LSMC 14.16A.220\(e\)](#):

1. Completed **Type II** application
 2. Intake fees (see current fee schedule)
 3. Project narrative
 4. Utilities Plan (see Utilities Plan Checklist)
 5. Landscape Plan as applicable (see Landscape Plan Checklist)
 6. Current Title Report (within 60 days of application) and copies of all existing and proposed covenants, conditions or other encumbrances
 7. LID site analysis (see LID Site Analysis Checklist)
 8. Preliminary drainage report pursuant to the 2019 Stormwater Management Manual for Western Washington
 9. Critical Areas study/report and Mitigation Plan as applicable by a certified biologist
 10. Geotechnical report, if required
 11. SEPA Checklist/Planned Action Certification (as applicable), including any environmental studies
 12. Traffic Mitigation Worksheet or Traffic Impact Analysis (as applicable)
 13. Water Availability Letter
 14. Electric Power Availability Letter
 15. Arborist Report and Tree Survey
 16. Pre-application conference summary letter
 17. Other materials required by Planning Director/Project Planner
-
18. Design Review materials pursuant to separate Design Review Submittal Checklist
 19. Site Plan
 20. Lighting Plan (See Design Review Checklist)

Full-sized site plan (8.5" x 11' or 11"x 17"), containing the following elements:

1. Common and appropriate engineering scale which can be clearly read (min. 1 inch = 50 ft) prepared by a surveyor licensed in the state of Washington
2. Vicinity Map and North Arrow
3. Section, Township, Range, Tax Account Number(s), and Legal Description of existing and proposed lots
4. Separate sheets depicting existing structures, improvements and features and resultant conditions (basic site plan may be used for existing conditions sheet)
5. Zoning and Comprehensive Plan designation
6. Shoreline upland and water environment designations
7. Title block containing the name, address and phone number of the application(s), all owners and the land surveyor
8. Existing and proposed property lines with segment and property dimensions
9. Existing contour lines with intervals of two or five feet
10. Names and locations of adjacent subdivisions
11. Names, locations and widths of all existing/proposed streets, rights-of-way, road or access easements/tracts and utilities within 50 feet of the property
12. Gross lot size (in square feet) dedicated of each existing and resulting lot
13. Area (in square feet) dedicated to open space (as applicable)
14. Lot area of each existing and resultant lot
15. Proposed method to meet fire flow requirements and fire hydrants nearby to the subject property and/or location of any proposed hydrants
16. Native Growth Protection Area tracts for critical areas (wetlands, streams, water bodies or geologically hazardous areas) including proposed buffers, pursuant to LSMC 14.88.20
17. Zoning and critical area setbacks
18. Required landscape buffers (as applicable)
19. Utility providers
20. Date of preparation and/or survey revisions
21. Parking areas (compact, EV stalls)
22. Sidewalks
23. Bicycle racks
24. Loading areas
25. Lighting Fixtures
26. Garbage location