



Urban Center Development Submittal Checklist (chapter 30.34A SCC)

For PDS Use Only

PROJECT FILE NUMBER: _____

PROJECT NAME: _____

In addition to required paper copies of submittal plans and documents listed below, applicants are encouraged to submit to the extent practical electronic copies in Adobe Acrobat Portable Document Format (PDF) on a CD/DVD.

- _____ **A. Master Use Permit Application (original plus 24 copies)** filled out in its entirety with the notarized signatures of the applicant and owner(s) of the property.
- _____ **B. Site Plan - 5 full size copies (minimum 18"x24"), 20 reduced size copies (11"x17") for a total of 25 copies:** shall be drawn at a horizontal scale, which will clearly portray all of the required information. The maps shall be folded to have a maximum dimension of 9"x13" and the title block will be prominently visible when so folded.

Site Plans shall include all of the following information (on a separate sheet):

- _____ 1. Project location and relationship to surrounding area including current uses and zoning, site boundary, property dimensions, legal description, tax account numbers, date of preparation, scale and north arrow;
- _____ 2. The names and addresses of the property owner, applicant, land surveyor, engineer, architect, planner, and other professionals involved;
- _____ 3. Total gross acreage of the proposed development;
- _____ 4. Proposed mix of land uses including the number of dwelling units and the amount of non-residential square footage;
- _____ 5. Proposed building heights and Floor Area Ratio (FAR);
- _____ 6. Proposed FAR bonuses (including type and amount of square footage);
- _____ 7. The number of parking spaces;
- _____ 7. The amount of open space pursuant to SCC 30.34A.070 by type (active and passive);
- _____ 8. A vicinity map, preferably located in the upper right-hand corner of the site plan, clearly identifying the location of the property at a scale of not less than one inch to two thousand feet (1" = 2,000') and including municipal boundaries, township and section lines, major

roads, railroad and transmission rights-of-way, rivers, streams and lakes and **indication of the scale used.**

Site Plans shall include all of the following graphical information (on a separate sheet):

- _____ 1. Locations of all structures which will be maintained, removed or proposed;
- _____ 2. The location of building envelopes of all structures, and points of egress;
- _____ 3. Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
- _____ 4. The location of freestanding, pole, ground or monument signs;
- _____ 5. The location and dimension of parking spaces;
- _____ 6. The location of open space required pursuant to SCC 30.34A.070 (as indicated by either a pattern or dashed lines on the site plan and be labeled Open Space);
- _____ 7. The location of landscape areas required pursuant to chapter 30.25 SCC and SCC 30.34A.060, (as indicated by either a pattern or dashed lines on the site plan and labeled Landscaping);
- _____ 8. The location of all roads (public and private), drive aisles, access ways, public rights-of-ways and private tracts or easements, and pedestrian facilities adjoining the development on abutting properties including any existing connections on the opposite side of the public road or public rights-of-way and private road tracts or easements;
- _____ 9. The location of all internal vehicular and pedestrian circulation required pursuant to chapters 30.24 and 30.34A SCC;
- _____ 10. The location of existing or planned stops or stations for high capacity transit routes;
- _____ 11. The location of existing and proposed utilities, such as water, sewer, electricity, gas, septic tanks and drain fields;
- _____ 12. The location of nearest and proposed fire hydrant if the subject property is served, or will be served, by a water purveyor;
- _____ 13. Contour lines of existing topography, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and roads on site and within 50 feet of the external boundary lines. The contour intervals shall be 2 or 5 feet. The site plan shall show datum used and all benchmarks, which refer to established control when available, NGVD Datum (1929), or NAVD 88. When NAVD 88 is used, an equation for conversion to MSL (NGVD 29) shall be shown.
- _____ 14. Natural drainage courses and probable alterations which will be necessary to handle the expected drainage from the proposal, and the general method proposed to comply with chapter 30.63A SCC (including showing the drainage vault or pond with either dashed or solid lines with wording indicating what it is);

- _____ 15. Are there critical areas on or within 100 feet of site? Yes No If yes:
- (a) Identify any critical areas as defined in chapters 30.62A, 30.62B, and 30.62C SCC including any extending into abutting properties;
 - (b) Identify the location of all proposed buffers and setbacks; and
 - (c) Identify any existing Native Growth Protection Areas (NGPA), NGPA/E and proposed Critical Area Protection Areas (CAPA).

- _____ 16. If applicable, the location of shoreline ordinary high water mark, provide existing and proposed contours at 5 foot intervals for development water ward of the ordinary high water mark, provide existing and proposed contours at 10 foot intervals for development landward of the ordinary high water mark; provide typical cross section(s) showing existing and proposed ground elevations, and height of existing and proposed structures and the shoreline designation according to the Shoreline Management Master Program.

_____ **C. Circulation, Landscape and Open Space Site Plans - 5 full size copies (minimum 18"x24"), 20 reduced size copies (11"x17") for a total of 25 copies:** shall be drawn at a horizontal scale, which will clearly portray all of the required information. The maps shall be folded to have a maximum dimension of 9"x13" and the title block will be prominently visible when so folded. **Circulation, Landscape and Open Space Site Plans** shall include all of the following:

- _____ 1. Site boundary, property dimensions, zoning, date of preparation, scale and north arrow;
- _____ 2. The names and addresses of the developer, land surveyor, engineer, architect, planner, and other professionals involved;
- _____ 3. Contour lines of existing topography, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and roads on site and within 50 feet of the external boundary lines. The contour intervals shall be 2 or 5 feet. The site plan shall show datum used and all benchmarks, which refer to established control when available, NGVD Datum (1929), or NAVD 88. When NAVD 88 is used, an equation for conversion to MSL (NGVD 29) shall be shown;
- _____ 4. The location, square footage and type of open space areas required pursuant to SCC 30.34A.070;
- _____ 5. The location, square footage and type of landscape areas required pursuant to chapter 30.25 SCC and SCC 30.34A.060, including parking lot landscaping, landscape buffers (if required whether buffers use Type A or Type B landscaping), street trees, existing landscaped areas to be retained and type of plantings to be used;
- _____ 6. The location, square footage and type of critical areas and their buffers, including any extending into abutting properties and nearby and off-site critical areas and their buffers extending into the subject property;
- _____ 7. The location and type of all adjoining public roads, public rights-of-way and private road tracts or easements, including any existing connections on the opposite side of the public road or public rights-of-way and private road tracts or easements;
- _____ 8. The location and type of all internal roads (public or private), drive aisles and private access ways, and their connection to existing or proposed public or private roads;

- _____ 9. The location and type of all internal pedestrian walkways, sidewalks and shared use paths, and their connection to existing or proposed public or private roads, drive aisle or access ways;
- _____ 10. The location and type of all potential off-site pedestrian facility connections;
- _____ 11. The location and type of existing or planned stops or stations for high capacity transit routes or transit corridors that contain multiple bus routes.

_____ **D. Building Illustrations - 5 full size copies (minimum 18"x24"), 20 reduced size copies (11"x17") for a total of 25 copies:** shall be drawn at a horizontal scale, which will clearly portray all of the required information. The maps shall be folded to have a maximum dimension of 9"x13" and the title block will be prominently visible when so folded. **Building Illustrations** representing the design intent and architectural character for the urban center shall include all of the following:

- _____ 1. The names and addresses of the developer, land surveyor, engineer, architect, planner, and other professionals involved;
- _____ 2. General architectural character of buildings and structures including:
 - (a) stepback and roof edge (SCC 30.34A.120);
 - (b) massing and articulation (SCC 30.34A.130);
 - (c) ground level detail (SCC 30.34A.140);
 - (d) weather protection (SCC 30.34A.150);
 - (e) blank walls (SCC 30.34A.160); and
 - (f) color, exterior materials and material range.
- _____ 3. General character of open spaces, including exterior site lighting;
- _____ 4. General character of parking areas, including parking structures and landscaping (SCC 30.34A.050; and
- _____ 5. Any other applicable design components required by chapter 30.34A, including any design standards in SCC 30.34A.090-.160 selected by the applicant for compliance with the provisions chapter 30.34A SCC.

_____ **E. Drainage Review Submittal Checklist / Form and targeted or full stormwater site plan including a stormwater pollution prevention plan (SWPPP) to comply with Chapter 30.63A (see the applicable targeted or full stormwater site plan and applicable SWPPP (small project or full construction) checklist for submittal requirements).**

_____ **F. Supporting documents and required fees:**

- _____ 1. A detailed written description of the proposal including:
 - (a) the design intent, architectural character and spatial qualities and relationships of and between the major structures and physical amenities and attributes within the Urban Center;
 - (b) the internal and external pedestrian facility network and how potential and planned off-site pedestrian connections relate to the development and all abutting properties;
 - (c) how potential and planned off-site public and private road right-of-way connections relate to the development and all abutting properties;

- (d) a list of the types of plants to be incorporated in a final landscape plan, assessment of whether temporary or permanent irrigation is required;
- (e) how existing critical areas and/or designated open space tracts on abutting properties will be integrated into the development;
- (f) how the development will provide transit demand management measures and transit compatibility;
- (g) how the development will comply with SCC 30.34A.085;
- (h) how the development will comply with any required architectural design standard of SCC 30.34A.090-.160;
- (i) noise impact analysis of off-site noise sources with potential to impact proposal (e.g. Interstate highway, railroad rights-of-way, airports, etc.)
- (j) the approximate dates of construction initiation and completion including phasing and management control;
- (k) a plan for phasing, if any, of the on-site recreation required in SCC 30.34A.070 and pedestrian circulation required in SCC 30.34A.080; and
- (l) if applicable, how the development will comply with shoreline master program policies and regulations.

Include any additional materials to ascertain compliance with applicable code provisions. **(25 copies).**

____ 2. SEPA checklist **(signed original and 19 copies)** and SEPA review fee. If the lead agency is not the county, the applicant shall submit a completed SEPA checklist **(19 copies)** and any supporting documents to include the SEPA threshold determination if completed by the lead agency at the time of application.

____ 3. Are any critical areas being disturbed? Yes No If yes:

____ 3A. A critical area study **(5 copies)** for any development activity of action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).

____ 3B. A geotechnical report **(5 copies)** for any development activity or action requiring a project permit proposed within an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140).

____ 3C. A hydrogeologic report **(5 copies)** for any activity of use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).

____ 4. Chapter 30.66B SCC Pre-Submittal conference review forms and associated fee(s).

____ 5. Traffic Study and all other required data consistent with the Department of Public Works' traffic study scoping checklist and with checklists referenced in any interlocal agreement with any other jurisdiction for which a traffic study is required **(10 copies)**.

____ 6. Transportation Demand Management (TDM) plan **(3 copies)**.

____ 7. Transit compatibility plan meeting the requirements of DPW Rule 4227 **(3 copies)**.

- _____ 8. If applicable, and checked on the Chapter 30.66B SCC Pre-Submittal conference review form, the Washington State Department of Transportation (WSDOT) traffic impact mitigation offer signed by the applicant.
- _____ 9. A preliminary LEED checklist or other similar means of demonstrating sustainable design goals **(3 copies)**.
- _____ 10. A document satisfactorily assuring unified control through the final urban center development plan approval.
- _____ 11. A signed affidavit that includes a written summary of public comments at the pre-application neighborhood meeting pursuant to SCC 30.34A.165(3)(f).
- _____ 12. A shared parking allocation plan showing all the shared parking must be submitted when shared parking is proposed pursuant to SCC 30.34A.050(6) **(3 copies)**.
- _____ 13. The applicant for a proposed development in a UC zone must certify that, in addition to the direct involvement of an architect licensed in the state of Washington, one of the following has been involved with the preparation of the urban center development plan:
 - (a) A landscape architect licensed in the state of Washington;
 - (b) A registered civil engineer licensed in the state of Washington; or
 - (c) A registered land surveyor licensed in the state of Washington.
- _____ 14. Title report covering the subject property.
- _____ 15. Required filing fees (including the 3% technology fee added to total of all fees):
 - (a) UC Application Fee (SCC 30.86.800).
 - (b) SEPA Review Fee (SCC 30.86.500).
 - (c) 30.66B Pre-submittal Fee (SCC 13.110.330).
 - (d) Landscape Plan Review Fee (SCC 30.86.145).
 - (e) Drainage Review Fee (SCC 30.86.510).
 - (f) Critical Areas Review Fee (SCC 30.86.525).
 - (g) Shoreline Substantial Development Permit Fee [if applicable] (SCC 30.86.310).
 - (h) City or Town Fees [if applicable] (SCC 30.86.620).
 - (i) Binding Site Plan Fee [if applicable] (SCC 30.86.130).

AUTHORITY: SCC 30.70.030 authorizes the Director of Planning and Development Services to establish and revise permit application submittal requirements. These requirements are established as shown above, and shall be on file with the department. Due to site-specific circumstances, the director or the director's designee may waive individual requirements on a case-by-case basis.