

**LAND USE:** Non-Community Plan Area

Please see instructions for submittal requirements on the back of this form.

Submittal Standards	Administrative Use Permit (AUP)	Administrative Design Review (ADR)	Conditional Use Permit (CP)	Fish Wildlife Variance (FWV)	Minor Amendment	Nonconforming Use Permit (NP)	Planned Unit Development (PUD)	Planned Develop. District (PDD)	Site Development Variance (stormwater)	Site Plan Review (SPR) <sup>2</sup>	Variance (V)	Received
Master App. / Right of Entry	8	5	18	8	10	18	18 <sup>3</sup>	18 <sup>3</sup>	4	15 <sup>3</sup>	12	
Required Findings	8		18	8		18	18	18	4		12	
SEPA Checklist <sup>4</sup>	8		18		10	18	18	18				
Vicinity Map	8	5	18	8	10	18	18	18	4		12	
Site Plan 8 ½ "x 11"	20	20	20	20	20	20	20	20	20	20	20	
Site Plan 11" x 17"			13	13		13	13	13		15	13	
Landscape Plan		5	9				9	9		15		
Building Elevations		5								5 <sup>5</sup>	12	
Design Standard Checklist		5										
Design Guideline Form										15		
Site Plan & Tree Inventory	8 <sup>6</sup>	5	18 <sup>6</sup>	8	10	18	18	18	4	15	12	
Tree Conservation Plan <sup>7</sup>	8	5	18		10		18	18				
Preliminary Health Application							1	1				

<sup>1</sup> If submitting multiple applications, insure that all items for both applications are included; it is not necessary to duplicate the same item, use only the number in the box with the highest number, not both boxes.

<sup>2</sup> Site Plan Review (SPR) is required if proposal deviates from impervious cover or native vegetation standards of Title 18J.

<sup>3</sup> Administrative Design Review applications are required with these applications and Site Development Permit Applications.

<sup>4</sup> Environmental review is required if the proposed action is not exempt from SEPA review (WAC 197-11-800).

<sup>5</sup> Building Elevations are required if the proposal deviates from an architectural design standard that affects a building elevation.

<sup>6</sup> A floor plan shall accompany the site plan for all Cottage Industry applications.

<sup>7</sup> Refer to Pierce County Tree Conservation Handout and Chapter 18H.40 for direction on preparing Tree Conservation Plans.

Signature of Planner \_\_\_\_\_ Date \_\_\_\_\_

# Submittal Standard Instructions

PRE-FILING MEETINGS ARE ENCOURAGED TO ENHANCE COMMUNICATIONS BETWEEN THE COUNTY AND THE APPLICANT.

**Master Application/Right of Entry Agreement:** The Master Application must be typed or neatly printed in ink and signed. Be sure to sign the affidavit on Page 4 as well as the *Right of Entry Agreement*. In the event the applicant is not the property owner, the applicant must also sign the statement on Page 4 granting authorization for the agent/applicant authorization to act on his/her behalf.

**Required Findings:** Review criteria specific to the application must be addressed by the applicant, a list of the required findings can be obtained at the Development Center.

**SEPA Checklist:** State Environmental Policy Act, required if project is not exempt (ref. WAC 197-11-800). The original signed form must be submitted with the application.

**Vicinity Map:** The vicinity map can be included on the site plan.

**Building Elevations:** Provide building elevations for all sides of the building subject to Title 18J design standards.

**Design Standard Checklist:** Required for all applications that trigger design review.

**Design Guideline Form:** A Design Guideline form is required for applications that require a Site Plan Review.

**Site Plan and Site/Tree Inventory:** Site plan must be drawn to scale (not less than 1"=100'), show all property corners, existing and proposed structures, adjacent roads, open space and trail systems, and utilities. For *site inventory elements refer to applicable community plan section of Title*. **Site plans shall be at least 11" x 17".**

**Site Plan-8 ½"x11":** This site plan should include all project proposal details. It is mailed by staff to all property owners within 300' of the proposal along with the Notice of Application (NOA) within 14 days of your complete application.

**Site Plan-11"x17":** Required if project requires Site Plan Review or a non-administrative Land Use Permit.

**Landscape Plan:** All commercial projects are subject to the landscape standards of the Development Regulations – Zoning landscape buffering, Section 18A.35.030.

**Tree Conservation Plan:** Refer to 18H.040.130 for Tree Conservation Plan requirements

**Preliminary Health Application:** Tacoma Pierce County Health Department applications can be obtained at the Development Center.

**The following studies may be requested, but are not required for a complete application, Please refer to applicable Submittal Standards for application requirements.**

**Geotechnical Study:** A geotechnical assessment and/or report will be required if the parcel is located within a Landslide/Erosion Hazard Area (slopes in excess of 15%).

**Flood Study:** A flood study is required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps.

**Mine Assessment:** A mine assessment will be required if the parcel is located within a Mine Hazard Area.

**Wetland/Fish and Wildlife Review:** Wetland review *may* be required when wetland indicators are identified on or within 315 feet of the project site boundaries. Wetland review *shall* be required when a wetland or its buffer is identified within 315 feet of the project site boundaries.

**Traffic Study:** A Traffic Study is required if the proposed development/use will generate 25 or more peak hour trips per day, according to the Trip Generation Manual.



## **Composite Site Analysis and Inventory**

To ensure proper review of your application, address all of the following items that are applicable to your site and/or project. Additional items may also be required, depending on the type or size of project.

### **Site Inventory:**

- Surface Water Drainage** – Identify shorelines, wetlands, ponds, ditches and streams, retention/detention ponds and bioswales.
- Site Contours** – Show existing and proposed contours at 2-foot intervals, elevation of land may be expressed relative to any fixed point on site.
- Native Vegetation** – Show all native plants to be removed, as well as those to be retained.
- Adjacent Land Uses** – Identify land uses and current zoning of adjacent parcels.
- Tree Inventory** – Inventory all significant trees located on the site, trees having a diameter of breast height (dbh) of 5 inches or more, and masses of trees by outlining the drip-line of individual trees or tree mass. Individual trees shall be labeled with species name and dbh size. Tree masses shall also specify the average dbh within the stand (reference 18J.30.040.A.1.d and 18H.40.130 Appendix A).
- Geologically Hazardous Areas** – Identify Erosion and Landslide Hazard Areas, Seismic Hazard Areas, Mine Hazard Areas, and/or Volcanic Hazard Areas (reference 18E).

### **Site Plan:**

- Scale** – 1"=20' Minimum.
- North Arrow**
- Lot Dimensions** – Identify street names and show location of all driveways.
- Building Footprint** – Include porches, walks, decks, roof lines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- Setback Measurement** – Specify the distance between property lines and between buildings.
- Septic System** – Include tanks, pump, tightline, primary and reserve drainfields.
- Easements** – Such as; natural buffer areas, open space, green belts, utilities, roads.
- Infiltration Trenches** – Check your plat for specific drywell requirements.
- Off Street Parking and Circulation** – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- Pedestrian Amenities** – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- Impervious Surface** – Identify the location and percentage of all existing and proposed impervious surfaces.
- Lighting** - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

### **Elevations:**

- Building Elevations** – Include roof pitch, building height from finished grade, exterior door and window details, identification of siding and roof material.
- Mechanical and Service Equipment** - Indicate the location and type of screening proposed.
- Retaining Walls** – Show the location and elevations of rockeries and bulkheads.

### **Landscape Plan:**

- Landscape Buffers** – Include proposed landscaping to meet standards of 18A.35.030 "Landscaping and Buffering", as well as any landscape buffer requirements of the applicable Design Standards.
- Parking Lot Landscaping** – Landscaping must meet the standards of 18A.35.030.D "Requirements – Parking Lot Landscaping".
- Planting and Irrigation Plan** – Plans must meet the requirements of 18A.35.030.L "Standards-Planting and Irrigation Plans" and be prepared by a qualified person, reference 18A.35.030.L.1.
- Native Vegetation Area Plan** - Where required, restoration plans and supplement plans shall comply with the applicable Design Standards and Pierce County Native Plant List and Planting Standards.