



Parcel Number \_\_\_\_\_

# UPPER NISQUALLY VALLEY

Community Plan Area

<b>Submittal Standards</b>  <small>The number indicates the number of copies required.</small> <b>PLEASE SEE INSTRUCTIONS FOR SUBMITTAL REQUIREMENTS ON THE BACK OF THIS FORM.</b>	<b>Administrative Design Review</b>	<b>Rezzone/PDD</b>	<b>Received</b>
Letter of Authorization	1	1	
Master Application	21	36	
Required Findings	21	36	
SEPA Checklist	21 <sup>1</sup>	36	
Site Plan	21	36	
Vicinity Map	21	36	
Building Elevations	21	36	
Landscape Plan	21	22	
Land Use Breakdown		2	
Section Map	2	3	
Aerial Photo		3	
Property Listing	2	3	
Property Listing Map	2	3	
Mailing Labels	2	3	
Site Plan-8 ½ "x 11"	See Back	See Back	
Preliminary Health Application (if on septic)		1	
Water Availability Request Letter		1	
Sewer Availability Request Letter (if on sewer)		1	
CARLS	2	3	
<b>THE ITEMS BELOW MAY BE REQUIRED, PLEASE REFER TO INSTRUCTIONS ON THE BACK OF THIS FORM.</b>			
Geotech. Study	5	5	
Flood Study	3	3	
Hydro. Assess.	3	3	
Mine Assess.	3	3	
Wetland Study	Submittal Standard	Submittal Standard	
Traffic Study	5	5	

<sup>1</sup> Required if the proposed action is not exempt from SEPA review (WAC 197-11-800).

\_\_\_\_\_  
Signature of Planner, *application complete*

\_\_\_\_\_  
Date

# Submittal Standard Instructions

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

**Letter of Authorization:** If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

**Master Application:** The Master Application must be typed or neatly printed in ink and signed. Be sure to sign the affidavit on Page 4.

**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.

**Site Plan:** Site plan must be drawn to scale (not less than 1"=100'), show all property corners, existing and proposed structures, adjacent roads, and north arrow. Site plans shall be at least 11" x 17".

**Building Elevations:** Provide elevations of all sides of proposed building and identify all proposed building materials.

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

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

**Section/Zoning Maps:** The zoning map can be obtained at the Development Center and the section maps are available at the Assessors Office.

**Aerial Photo:** Aerial photos are available from the Public Works Department, black and white photo copies of aerial photos will not be accepted.

**Property Listing:** A list of property owners/taxpayers, within 300' of the subject parcel (a minimum of two parcels deep), can be obtained from the Pierce County Assessors Office. All contiguous property owned by the applicant(s) should be noted, even if an action is not being requested on the entire site.

**Property Listing Map:** The property listing map identifies the location of each taxpayer identified on the property listing.

**Mailing Labels:** A mailing label for each property listing is required for mailing of the Notice of Application and site plan. Use Avery #5160 Laser Printer Labels or equivalent sheet label.

**Site Plan-8 ½"x11":** The number of 8 ½"x11" site plans required shall be the number of property owners on the property listing, plus three additional copies.

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

**Water Availability Letter:** A letter requesting water is available to serve the proposed uses, from the appropriate water purveyor is required.

**Sewer Availability Letter:** If the project is located within an area served by sewers, a letter requesting sewer capacity is available for the proposed uses is required, from the appropriate jurisdiction.

**CARLS:** Critical Area and Resource Lands Checklist, can be obtained at the Pierce County Development Center.

**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 Study:** Wetland review *may* be required when wetland indicators are identified on or within 150 feet of the project site boundaries, but *shall* be required when a wetland or its buffer is identified within 150 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.

Pierce County Development Center, 2401 South 35<sup>th</sup> Street, Tacoma, WA 98409  
Hours: Monday-Friday, 8:00 AM to 4:30 PM. (253) 798-7200