

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

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

Submittal Standards	Administrative Design Review	Site Plan Review <sup>2</sup>	Alteration Short Plat / Large Lot	Binding Site Plan	Boundary Line Adjustment	Final Plat	Formal Plat Alteration	Preliminary Plat	Major Amendment <sup>3</sup>	Short Plat / Large Lot - Preliminary	Short Plat / Lrg. Lot - Final	Received
Number indicates the number of copies required for a complete application. <sup>1</sup>												
Master App./Right of Entry Agreement	5 <sup>4</sup>	15 <sup>5</sup>	2	23 <sup>5</sup>	8	1	8	23 <sup>5</sup>	23	15 <sup>5</sup>	1	
SEPA Checklist				23				23	23	15 <sup>6</sup>		
Required Findings						2		23	23		2	
Original Prints –18"x24"			13	23 <sup>7</sup>	8	15	8	23	23	17		
Revised Prints - 18"x24"			13				8		23		8	
Site Plan – 8 ½"x11"	5	20	20	20				20	20	20	20	
Site Plan – 11" x 17"		15						13	13			
Vicinity Map	5			23				23	23			
Survey Required			Yes	Yes	Yes	Yes	Yes	Yes		Yes		
Land Use Breakdown				2		15		2	2	1		
Lot Closure Calculations				1		1				1	1	
Title Report			2	2	2	2	2	1		1	2	
Petition of Alteration							2					
Final Health Application			1			1	1				1	
Preliminary Health App.				1				1		1		
Health Remodel Application					1							
Water Availability Letter				4				4		4	4	
Sewer Time & Materials Form <sup>8</sup>			1			1	1				1	
Restrictive Covenants							2					
Design Standard Checklist	5											
Design Guideline Form		15										
Site Plan & Tree Inventory	5	15										
Landscape Plan	5	15										
Tree Conservation Plan <sup>9</sup>	5		5	5			5	5	5	5		

<sup>1</sup> If submitting multiple applications it is not necessary to duplicate the same item, use only the number in the box with the highest number.

<sup>2</sup> A Site Plan Review (SPR) application is required if the proposal deviates from impervious cover or native vegetation standards.

<sup>3</sup> For Minor Amendment use submittal standards for application type being amended.

<sup>4</sup> Gig Harbor Urban Growth Area: Except for residential structures, a letter from the City of Gig Harbor verifying that an application for utility extension has been submitted for review.

<sup>5</sup> Administrative Design Review applications are required with these applications and for Site Development Permit applications.

<sup>6</sup> SEPA is required if the property in proposed short plat is part of short plat or formal subdivision previously exempted from SEPA.

<sup>7</sup> Specific uses, building footprints, parking and landscaping shall be identified on a Binding Site Plan.

<sup>8</sup> This form is required only for properties served by sewer and projects with **dry** sewer lines.

<sup>9</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 allowing the agent/applicant authorization to act on his/her behalf.

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

**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.

**Original Prints – 18” x 24”:** The original prints shall be drawn to scale, show all existing property corners, existing structures, adjacent roads, and north arrow.

**Revised Prints – 18” x 24”:** The amended prints shall be drawn to scale, show all proposed property corners, proposed structures or building envelopes, adjacent roads, and north arrow.

**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’ feet of the proposal along with a 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.

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

**Survey:** Plans must be completed, stamped and signed by a licensed surveyor.

**Land Use Breakdown:** The land use breakdown provides a detailed value for the uses of the site and the infrastructure support for the proposed use or uses.

**Lot Closure Calculations:** Boundary and lot closure calculations are established by the surveyor.

**Title Report:** Cannot be more than 30 days old.

**Petition of Alteration:** The petition shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered in support of said alteration.

**Final Health /Preliminary Health /Health Remodel Application:** Tacoma Pierce County Health Department applications can be obtained at the Development Center. Required if on septic for Boundary Line Adjustments.

**Water Availability Letter:** A letter, signed by the water purveyor, stating that water is available to serve the proposed uses. Note: If water source is from wells, well site inspection application is required.

**Sewer Time and Materials Form:** This Public Works Sewer Utility form must be completed and signed by the owner(s) of record of the parcel(s) listed below, and the original signed and notarized form submitted with the payment of the appropriate non-refundable deposit.

**Restrictive Covenants:** Private Covenants Codes and Restrictions proposed or established for the plat. If the proposal will change established restrictive covenants, two copies of a letter of agreement are required.

**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 & Tree Inventory:** Site plan must be drawn to scale (not less than 1”=100’), at least 11” x 17”, show all property corners, existing and proposed structures, adjacent roads, open space and trail systems, and utilities.

**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 Appendix A for Tree Conservation Plan requirements.

Following are studies which 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 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 is required if development is proposed within 315’ of a mapped wetland or wetland indicator.

**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.



## Non-Community Plan Area 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 at 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 18H..040.130 Appendix A).
- Geologically Hazardous Areas** – Identify Erosion and Landslide Hazard Areas, Seismic Hazard Areas, Mine Hazard Areas, and/or Volcanic Hazard Areas (reference 18E.40).

### 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, rooflines, 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.