



SITE PLAN REVIEW SUBMITTAL REQUIREMENTS

PURPOSE

Site plan review and approval is required for the construction of any commercial or industrial project, building or facility, for any multi-family residential use or structure containing four or more dwelling units. Site plan review is an evaluation of development plans to identify compliance with applicable regulations, requirements and standards and to ensure that development will protect the health, safety and general welfare (Chapter 18.16).

SUBMITTAL REQUIREMENTS

** A Pre-application conference is required prior to submittal of this application.*

1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form
2. **One copy** of a Certification and Transfer of Applicant Status form
3. **Four copies** of a vicinity map indicating the location of the site.
4. **Four copies** of a legible scaled site plan drawing (preferably prepared by a licensed professional) of the property involved and showing the following information:

Scale should be not less than 1"= 50' and noted on drawing. Show North arrow.

The title and location of the proposed development. Include a title block with names and contact information for owner, architect, engineer, etc.

The boundaries of the property proposed to be developed.

Show the location and size of uses

The location of all existing and proposed structures, including but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property.

Setbacks for all proposed and existing buildings and the proposed areas of disturbance outside the building footprints.

Buffers and open space areas, landscaped areas.

Locations of existing and proposed easements, utility structures and lines.

5. **Four copies** of a topographic map, based on a site survey delineating existing contours at not less than 5-foot intervals, and which locates existing streams, wetlands and other natural features (this can be combined with the site plan if legibility is not compromised).

6. **Four copies** of conceptual landscape plan, including significant (6") trees to be removed, retained and replaced

7. **Four copies** of Parking and circulation plan (this can be combined with the site plan if legibility is not compromised).

8. **Four copies** of Preliminary Stormwater management plan and Utilities plan

9. **Four copies** of a project narrative.

List site size, building size, and impervious surface coverage.

List the amount of area devoted to open space and recreation, landscaping and parking

List calculations of gross and net density

State how your proposal is compliant with Comprehensive Plan, zoning, overlay and any other approval criteria.

List elevations and perspective drawings of proposed structures and other proposed improvements

State any agreements, covenants or other provisions that affect the proposal

Signatures, mailing addresses and phone numbers of all owners of record or agents of the subject property.

11. Other reports as determined applicable by the Director

12. SEPA Environmental Checklist unless the proposal is categorically exempt per BDMC 19.04 (A SEPA Environmental Checklist requires a separate SEPA Permit Application, separate SEPA permit fees, and a Notice Board fee)

13. Sensitive Area Identification Form

14. Electronic copies of all files

15. Submit the application fee

Notice of Application

Within 14 days of the determination of completeness, the City shall issue a notice of application. (Ch. 18.08.120)

Review Process

The complete site plan application will be reviewed by the fire, public works, planning and health department (if required). The Community Development Department will determine if the proposal is consistent with applicable City regulations and policies and whether the proposal should be approved, approved with modifications or conditions, or denied.

Decision

The Director will issue a written decision including findings, conclusions and conditions, if any. To be approved, or approved with conditions, a site plan must be consistent with the city's comprehensive plan and must comply with all applicable development regulations, codes and other city requirements.

Appeal

Any appeal of a decision of the Director shall be made to the Hearing Examiner.