



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
 (425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

APPLICANT: Please complete the following and attach information as requested.

Applicant Name:		Phone:
Mailing Address:		
Email:		Fax :
Site Address:		Assessor's PIN:
REQUIRED	REC'D	
<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Site Development Plan-set. Plan set shall include: <ol style="list-style-type: none"> 1. Cover sheet 2. Existing Site Survey 3. Site Plan 4. Landscape Plan, if required per CMC 15.76 5. Drainage and Grading Plans 6. Elevations of proposed buildings 7. Preliminary Civil Drawings, if required by the Public Works Director 8. Cross Section Details, if required All plans shall meet the specific requirements listed below as well as the General Requirements for all plans. Please fold Plan sets to fit an 8-1/2" x 14" folder.
<input type="checkbox"/>	<input type="checkbox"/>	Reduced Site Plan Map – 8 1/2" x 11
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of Development Plan
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map Clearly depict the site in relation to arterials, municipal boundaries and other relevant landmarks. Show the uses and zones of neighboring properties.
<input type="checkbox"/>	<input type="checkbox"/>	Site Development Review Permit Fees per Fee Resolution: \$600 – Major site development review (CMC 15.18.160 A) \$250 – Minor site development review (CMC 15.18.160 B) Consultant review costs billed with 5% administrative surcharge Please note that other fees may be required as part of the Site Development Review process (e.g., SEPA, Critical Areas Review, Drainage Plan Review, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	List of all property owners and their mailing addresses within a 300' radius. Please include parcel numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Map
<input type="checkbox"/>	<input type="checkbox"/>	Completed Environmental Checklist as found in WAC 197-11-960 summarizing the impacts the proposed development will have on the natural and human elements of the environment, if project is not exempt from SEPA per WAC 197-11 and CMC 14.04.
<input type="checkbox"/>	<input type="checkbox"/>	\$400 for SEPA review if applicable. (Note that an additional \$200 will be charged in



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238

(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

		the event that a Mitigated Determination of Non-Significance is issued).
<input type="checkbox"/>	<input type="checkbox"/>	Title Certificates (Reports) indicating the ownership of real property parcels which are to be included in the site development review. All persons having title interest in the property shall be required to sign all documents relating to the application.
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Report prepared in accordance with CMC 15.88.200 (E) if the city determines that the proposed site may include, is adjacent to or that the proposal could have probable adverse impacts to any critical areas.
<input type="checkbox"/>	<input type="checkbox"/>	A Floodplain Habitat Assessment and Mitigation report that follows Regional Guidance from FEMA, prepared by a qualified professional as defined in CMC 15.88.700, if the proposed project is within an area of special flood hazard as shown in the effective FIRM.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all easements, deed restrictions or other encumbrances restricting the use of the subject property
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
<input type="checkbox"/>	<input type="checkbox"/>	Lists of any other development permits or permit applications that are being filed for the site.
<input type="checkbox"/>	<input type="checkbox"/>	Other:



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238

(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

Site Development Review Submittal Requirements:

1. **Cover sheet.** Required for all applications. Cover sheet shall contain the following information:
 - a. Title of Proposal
 - b. Legal Owner's address
 - c. Agent's address
 - d. Name, address and phone number of all engineering or other firms working on development
 - e. Small scale vicinity map
 - f. Legal description
 - g. IBC classification of all proposed buildings
 - h. Use of building, or occupancy, per IBC, for all proposed buildings
 - i. Type of construction (e.g., concrete, steel, etc.) per IBC
 - j. Gross site area in square feet and acres
 - k. Total gross floor area (as measured from the exterior surface of each exterior wall)
 - l. Adjusted gross floor area (defined as the total of all floor areas of a building measured from the interior surface of each exterior wall of the structure, excluding stairwells and elevator shafts, mechanical rooms, janitorial sink rooms, restrooms, attic space and interior vehicular parking or leading, and all floors below the first or ground floor, except when used or intended to be used for human habitation or service to the public. Hallways, lobbies, conference rooms, enclosed porches and balconies shall be included in the gross floor area). The adjusted gross floor area may be used to calculate the required parking or other requirements.
 - m. Total square footage of impervious and pervious surface called out by type, including building footprint (pervious and impervious = 100%)
 - n. Number of proposed dwelling units, if applicable
 - o. Total number of proposed compact, standard and barrier free/van parking stalls.
 - p. Any manufacturing process/hazardous materials to be used on site.
 - q. Material Safety Data Sheets (MSDS) for hazardous materials to be used or stored.
 - r. Listing of any and all permits required, including those outside the City of Carnation.

Please conform to the General Requirements for Plans.



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

2. **Existing Topographic Boundary Site Survey** at a scale of 1" = 20'. Required for all applications. Existing Site Survey shall include:
 - a. Stamp of licensed surveyor or professional engineer
 - b. Topographic plans shall extend 25 feet beyond the exterior property lines and detail all natural and manmade features. Use NAVD-88 as the vertical datum for the topographic survey.
 - c. Show property lines, including distances, bearings, and corner markings.
 - d. Locate and label all existing right-of-way improvements including centerline, curb, sidewalk and all surface hardware. Distances to right-of-way centerline and width or right-of-way are required.
 - e. Include location, name or number of all streets and alley adjacent to the site as well as off-site easements or private streets that provide access from the site to a public road. Include King County recording number with all easements.
 - f. Show the location of all existing utility, open space, drainage, native growth protection, and access easements.
 - g. Indicate existing location of water lines, sewer lines, storm lines, utility vaults, hydrants, fire department connection, electrical equipment pads, flag poles, mailboxes, all exposed HVAC equipment, traffic signs, and routes of underground utilities,
 - h. Show all significant trees and significant stands of trees as defined in CMC 15.08.
 - i. Show surface elevation at each corners of the site.
 - j. Indicate all streams, ditches, channels, bridge, culverts, and catch basins. Indicate direction of flow

Please conform to the General Requirements for Plans.

3. **Site Plan** at a scale of 1" = 20' or other as determined by the City Planner. Required for all applications. Site Plans shall include:
 - a. Finished grade contours.
 - b. All property lines including bearings, distances and corner markings.
 - c. All on-site easements, dedicated areas and open space areas.
 - d. Locations, overall dimensions and use of all existing and proposed on-site buildings. Show distances from building walls to property lines.
 - e. All proposed and existing uses, zoning and property boundaries within 100 feet of any boundary of the site.
 - f. Existing driveways adjacent to the site and on properties on the opposite side of the roadway or easements facing the property.
 - g. The location and identification al critical areas within 500 feet of any boundary of the site.



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238

(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

- h. The location and size of water bodies and drainage features, both natural and man-made, within 500 feet of any boundary of the site.
- i. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and recreation spaces within or adjacent to the site.
- j. The location and size of utility trunks serving the site and all proposed sanitary sewer, storm drainage and water lines.
- k. Building setback lines.
- l. Label, number and dimensions of all standard, compact and handicapped parking stalls and loading areas.
- m. The layout of streets, their names and widths of easements. The names of the streets shall conform to the names of corresponding streets and to the general system of naming used in the city. Show streets and driveway slopes in percent of grade.
- n. Indicate width, materials and location of all internal walkways and connections to public sidewalks or rights-of-way.
- o. Indicate locations of mailboxes, utility vaults, hydrants, electrical equipment pads, flag poles, traffic signals, power poles, exposed HVAC equipment, refuse/recycling enclosures and routes of all utilities, including water and sewer. Include those adjacent to the site.
- p. Indicate all existing and proposed rockeries and retaining walls and indicate their height.
- q. Indicate length, height, color treatment and materials of all proposed walls and fences, including dumpster enclosure.
- r. Indicate all improvements to be placed within right-of-way.
- s. Freestanding sign location and wall sign locations shall be included if sufficient detail is available.
- t. All exterior light fixtures shall be noted as to location, type and wattage.
- u. Show all site amenities, e.g., benches, tables, fountains, bicycle racks, garbage receptacles, etc.

Please conform to the General Requirements for Plans listed below.

4. **Landscape Plan**, at the same scale as the Site Plan, if required per CMC 15.76. Landscape Plans shall include:
 - a. Locate and label all existing and proposed vegetation and indicate vegetation to be saved.



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238

(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

- b. List all existing and proposed plants, including symbol, quantity, size, common and botanical names and spacing. Include all plants proposed for rights-of-way
- c. Provide planting details (soil mix, planting depth and width, and bark mulch depth).
- d. Show all existing and proposed utilities, i.e., power vaults, hydrants, overhead wires, lights, poles, signs, etc., in relation to plantings, in a faded layer.
- e. Show proposed berm locations and size.
- f. Indicate location of existing and proposed rockeries and retaining walls.
- g. Show location of proposed buildings, parking areas, accessory structures and access.
- h. For all trees to be saved, show a temporary chain link fence 6 feet tall located at the actual drip line prior to any on-site grading. Accurately locate these trees using the site survey.

Please conform to the General Requirements for Plans listed below

5. **Drainage/Grading/Erosion Control Plans** are required for all applications. Such plans shall include:

- a. Topographic lines extending 25' beyond the exterior property lines and detail of all natural and manmade features.
- b. Include existing as well as proposed contours at intervals of no greater than 2 feet.
- c. Indicate all surface water features, floodplains and/or wetlands.
- d. Location of all contributing off-site drainage.
- e. Location of existing storm drainage system, if any.
- f. Indicate pollutant separation location.
- g. Indicate detention/retention as well as ponding areas.
- h. Show all biofiltration areas.
- i. Location of all proposed impervious surfaces and their square footages.
- j. Provide an explanation of the basis for preliminary sizing of storm drainage infiltration and water quality facilities. The City has adopted the Department of Ecology Stormwater Management Manual for Western Washington, as adopted by reference by CMC 15.64.230.
- k. Show all rockeries and retaining walls.
- l. For all trees to be saved, show a temporary chain link fence 6 feet tall located at the actual drip line prior to any on-site grading. Accurately locate these trees using the site survey.

Please conform to the General Requirements for Plans listed below.

6. **Elevations..** Elevations shall:



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

- a. Provide drawings of all exterior elevations.
 - b. Show existing and proposed intended ground lines for all elevations.
 - c. Indicate elevations and height of all walls, maximum building height proposed measured from existing and proposed ground lines and maximum site slope as well as berms.
 - d. Indicate roof overhang, pitch of roof and mechanical equipment and its screening.
 - e. Indicate doors, windows and skylights, including color and materials.
 - f. Indicate location, size and materials of all decks.
 - g. Detail all building, parking lot and pedestrian area illumination fixtures, including type and wattage and color (if colored lighting). Include manufacturer's specifications if available.
 - h. Provide information on freestanding and wall signs, including size, colors, materials, illumination type and graphics, if available.
 - i. For HVAC, dumpster or other enclosures, provide dimensions, materials and colors.
 - j. Provide detail on materials, color and dimensions of all fencing, including detention ponds.
 - k. All exterior colors and materials shall be called out and located on the elevation drawings.
7. **Preliminary Civil Drawings.** The following may be required by the Public Works Director.
- a. Water plan
 - b. Sewer plan
 - c. Roadway plan
8. **Cross Section Details** may be required by the Public Works Director. Cross section details shall include:
- a. All sidewalks and pedestrian trails shall be detailed in a single line scale drawing. The drawings shall begin at the parking stall wheel stop extend through the curb, gutter and sidewalk and end at the outer boundary of the sidewalk. All pedestrian trails shall also be detailed in a single line scale drawing.
 - b. All right-of-way improvements shall be detailed, including distance to centerline, grades, materials, sidewalk width, landscaping area, curb and gutter and other required improvements.
 - c. All landscape berms shall be detailed in a single line scale drawing.
 - d. All rockeries and retaining walls higher than 4 feet shall be detailed in a single line scale drawing. This sectional drawing shall begin at the building wall, extend through the rockery/retaining wall and end at the outer boundary of grade disturbance resulting from construction activity.



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

The following is an excerpt from Carnation Municipal Code Title 15 – Land Use Code which addresses submittal requirements for project permit applications. Please refer to the Carnation Municipal Code and the City of Carnation Street and Storm Sewer System Standards for complete regulations and requirements.

Section 15.09.120 Project permit application submittal requirements.

A. Applications for all project permits shall be submitted to the city upon forms provided by the city planner. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

1. A completed project permit application form;
2. A sworn statement made before a notary public and under penalty of perjury by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
3. A property and/or legal description of the site for all applications, as required by the applicable development regulations;
4. The applicable fee; and
5. Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by this chapter.

B. In addition, each submittal of a project permit application shall contain the following information, where applicable:

1. Evidence of adequate water supply as required by RCW 19.27.097;
2. Evidence of sewer availability;
3. Information on the capacity of existing storm water conveyance and control facilities;
4. Any information required by any other applicable provision of this title; and
5. Any other information determined by the city planner to be relevant and material to review of the proposed project or development.

15.18.180 Complete application.

A. Applications shall be on forms prescribed by the city planner and shall include such information as deemed necessary to establish compliance with this section.

B. Applications for development plans shall be signed by all property owners or their authorized agents, with supporting documents as required below and which contain sufficient information to determine compliance with adopted rules and regulations including, but not limited to, Chapter 43.21C RCW; SEPA as implemented by Chapter 197-11 WAC; CMC Title 12, Streets, Sidewalks and Public Places; CMC Title 13, Public Services; Chapter 14.04 CMC, Environmental Policy Act; CMC Title 15, Zoning; city comprehensive plan; utility comprehensive plans; the City of Carnation Street and Storm Sewer System Standards, Water and Sewer standards and administrative rules adopted to implement any such code or ordinance provisions.

C. The proposed development plan shall be prepared by a professional land surveyor or engineer licensed in the state of Washington. The proposed site development plan shall include:

1. The location, layout and size of all proposed improvements, including buildings, parking, etc.
2. Proposed and existing structures including elevations and floor plans as known (plans which show building envelopes rather than footprints must include postconstruction treatment of unoccupied areas of the building envelopes).



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

3. The legal description of the lot(s).
4. The name and address of the developer.
5. The name, address and seal of the registered engineer or land surveyor.
6. The scale, date and northpoint.
7. The building setback lines for all lots.
8. All proposed and existing uses, zoning and property boundaries within 100 feet of any boundary of the site.
9. The location and identification of critical areas within 500 feet of any boundary of the site.
10. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and other recreation spaces within or adjacent to the site.
11. The location and size of utility trunks serving the site.
12. The location and size of water bodies and drainage features, both natural and manmade, within 500 feet of any boundary of the site.
13. Storm water management plans as required by the adopted DOE Stormwater Management Manual in accordance with CMC 15.64.230.
14. The location of any significant trees or significant stands of trees as defined by 15.08 CMC.
15. A conceptual grading plan showing proposed clearing and existing and proposed topography, detailed to five-foot contours, unless smaller contours are otherwise requested.
16. A layout of sewers and proposed water distribution system.
17. The layout of streets, their names and widths of easements. The names of the streets shall conform to the names of corresponding streets and to the general system of naming used by the city.
18. A complete environmental checklist, if the proposed action is not exempt from SEPA per Chapter 14.04 CMC.
19. Certificates of water and sewer availability.
20. Copies of all easements, deed restrictions or other encumbrances restricting the use of the subject property.
21. A list of all property owners within 300 feet of any boundary of the site.
22. A copy of the most current assessor's map obtained from the King County department of assessments.
23. Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
24. A phasing plan and time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within three years.
25. A list of any other development permits or permit applications having been filed for the site.
26. Payment of any application fees and development deposits established by city council resolution.

D. The city planner may waive specific submittal requirements determined to be reasonably unnecessary for the evaluation of the permit in light of relevant factors and circumstances including but not necessarily limited to the size, complexity and/or location of the proposed binding site plan.

15.18.190 Additional requirements.



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238

(425) 333-4192 phone • (425) 333-4336 fax

SITE DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

The city planner may require the submittal of additional information, including but not limited to soil and geological studies, wetland assessments, or traffic studies, prior to processing a site development review application if it is determined that such information is necessary for the accurate review of such applications. The city planner may also set reasonable deadlines for the supplemental submittal of such information if it is found to be necessary subsequent to the initial application submittal. Failure to meet such deadlines shall cause the application to be deemed withdrawn, and plans or other data previously submitted for review may thereafter be returned to the applicant together with any unexpended portion of the application review fee. In no case shall an application be processed until it is complete in terms of the type or amount of information necessary for accurate review.