



Community and Economic Development

Preliminary Site Plan Review Submittal Checklist

Staff Use Only:

SPR #: **23-0003**Project Name: **Victoria Townhomes**

DEFINITION AND PURPOSE

Preliminary Site Plan Review provides an administrative process by which a development project is reviewed to ensure conformance with applicable policies, codes and development standards. The process is separate from and precedes initial building or engineering permit review and issuance.

AUTHORITY AND APPLICATION

- Projects That Require SEPA.** At a minimum, Preliminary Site Plan Review is required for all projects subject to SEPA review per Chapter 16A.23 SMC; provided, that no other land use approval is required. SEPA review shall occur concurrently with the Preliminary Site Plan Review process.
- Projects That Do Not Require SEPA.** The Director may establish administrative standards for projects to be subject to Preliminary Site Plan Review versus those more minor projects that can be approved through standard permit review/issuance.

The following project types shall be required to submit for Preliminary Site Plan Review prior to submittal of construction permits (if applicable):

- Townhouse projects.
- Multi-family housing projects.
- All projects within Overlay Districts and Zones (see SMC Title 15, Division III), except for single-family residences.

Please Note: Any project that is subject to a Conditional Use Permit or Shoreline Substantial Development Permit may be exempt from a Preliminary Site Plan Review application; however regulations shall still apply and be reviewed.

REVIEW PROCESS AND PROCEDURES

All projects subject to Preliminary Site Plan Review shall be considered in accordance with SMC 15.115.055 and be processed as Type II Permits per SMC Title 16A.

- A submittal will NOT be accepted for intake if the project has not had the required Pre-Application meeting. To schedule the required meeting, you must complete the required Pre-Application meeting request found here: <https://www.seatacwa.gov/government/city-departments/community-and-economic-development/permits-land-use-applications> and submit it to the Permit Center.
- A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
- A Notice of Application (NOA) will be published and sent to adjacent property owners. The NOA will be issued within fourteen (14) days after a DOC is made.

- a. A notice board is required to be posted on said property on or before the publish date of the NOA. An Affidavit of Installation shall be submitted to the City that the notice board has been installed on the property.
4. Once a DOC is issued, the City has one hundred twenty (120) days to make a decision regarding the application. A Notice of Decision (NOD) will be sent to the applicant/property owner and to all parties of record.
5. The decision on a Preliminary Site Plan Review may be appealed to the Hearing Examiner by submitting an appeal form and fee to the City Clerk within fourteen (14) days of the issuance of such decision.
6. A Preliminary Site Plan Review approval shall become null and void if a complete application for a building permit, or engineering permit when no building permit is required, is not filed within one (1) year of the date of approval.
7. Upon written request of the property owner or his/her authorized representative, the Director may grant an extension of time up to but not exceeding six (6) months. Such extension shall be based upon finding that there has been no material change of applicable policies, codes and development standards, and that granting an extension would not be detrimental to the public health, safety or general welfare.

Application Checklist

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

Additional detailed specifications will be required in the plan submittal requirements at time of BLD and/or STE stage.

Detailed landscape and architectural plans will be reviewed and approved through the building permit.

Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
1	Master Land Use Application form, completed.	✓	
2	Required fee(s) paid.		
3	Electronic: A thumbdrive with electronic copies of all documents, OR Paper: Original, plus four (4) copies of all documents.	✓	
4	An environmental (SEPA) checklist, if applicable. SEPA determination has been issued		
5	Water and Sewer availability letter.	✓	
6	In a separate written attachment, please provide the following: <ul style="list-style-type: none"> • Description of the current property, noting any critical areas. • Scope of the project: <ul style="list-style-type: none"> ○ Physical / Spatial changes (i.e. additions, lot coverage, gross floor area, unit counts, and underground space). ○ Land use (i.e. business type, uses proposed). ○ Parking stalls. ○ Open space, landscaping and amenities. 	✓	
7	Vicinity map.	✓	
8	Plan set requirements:		

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
	<ul style="list-style-type: none"> Existing Site Plan Proposed Site Plan Conceptual Landscaping Plan Conceptual Architectural Plan 	✓	
9	Additional items as identified in a pre-application meeting, if applicable.		

PLAN REQUIREMENTS		APPLICANT (List sheet number for each item)	STAFF
Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.			
1	Existing Site Plan		
	Location, dimensions, and use of existing structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).	✓	
	Indicate all structures to be removed / demolished.	✓	
	Distances between structures and property lines.	✓	
	Land uses, lot lines, and approximate location of structures and pavement on abutting properties, including the King County parcel number(s).	✓	
	Location of existing private and public utility lines and/or easements.	✓	
	Location of existing fire hydrants.	✓	
	All existing street and alley rights of way abutting the site. Include street name, width of right of way.	✓	
	On-site vehicular and non-motorized paving such as driveways, drive lanes, auto courts, or private roads, bike paths, sidewalks, including dimensions and materials.	✓	
	If applicable, a Critical Area(s) Report & Critical Area Map, including: <ul style="list-style-type: none"> Location of critical area(s) on site or in the vicinity; and Buffer area. See Critical area code SMC 15.700 for specific detailed requirements.		
	Elevation contours at intervals not greater than 5 feet.	✓	
2	Proposed Site Plan		
	Location, dimensions, and use of proposed structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).	✓	
	Distances between proposed structures, existing structures and property lines.	✓	
	Proposed lot lines.	✓	
	Location of all paving (proposed and existing) – including sidewalks, driveways, pedestrian and bicycle paths, on site and within the adjacent right-of-way.	✓	
	Contours showing alternations to existing land elevations.	✓	
	Location, height, top elevation and width of existing and proposed retaining walls and rockeries, if applicable.	✓	

PLAN REQUIREMENTS		APPLICANT (List sheet number for each item)	STAFF
	Location of existing and proposed utilities within the site such as sewer, water, surface storm water facilities, gas and electricity.	✓	
	Indicate proposed easements.	✓	
	Proposed garbage/recycling collection areas and dimensions, including enclosure-screening method.	✓	
	Mechanical/Utility equipment locations.	✓	
	Location and type of proposed exterior lighting.	✓	
	Parking ratio detail provided on plans, including: <ul style="list-style-type: none"> • Required parking unit count; and • Proposed parking unit count. Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access.	✓	
	Required Open Space areas delineated on plans and ratio detail including: <ul style="list-style-type: none"> • Required open space square footage; and • Proposed open space square footage. If property is comprised of multiple lots, provide description of current status and/or explain proposed intent, i.e. lot line adjustment, lot consolidation, binding site plan, etc.	✓	
3	Conceptual Landscaping Plan		
	Tree survey including: <ul style="list-style-type: none"> • Size, type, and location of all significant trees on site; • Indication of which trees are “to remain” or “to be removed”; and Replacement ratio detail, if required	✓	
	Type (e.g. Type I, Type II, etc.) and width of proposed landscaping areas. Refer to SMC 15.445.110 & 15.445.210 for further detail.	✓	
	Right-of-way landscaping, if applicable.	✓	
4	Conceptual Architectural Plan		
	Building facades drawn at 1/4", 1/8" = 1' or comparable scale showing: <ul style="list-style-type: none"> • Elevations; • Building height; • Entrances. 	✓	
	Floor plans with uses labeled. Include parking garage layout if applicable.	✓	