

## When is a Site Plan Review Required?

Site Plan Review (SPR) is a comprehensive review and approval process for commercial, industrial and certain residential development projects within the rural County and the Urban Growth Areas (UGA) of Olympia, Lacey and Tumwater. SPR is not required if a Special Use Permit is needed.

The purpose of SPR is to ensure that the overall site design is in compliance with the related land use, access and utility service standards. Site plan review approval is required prior to the issuance of a building permit for applicable projects.

The site plan approval standards and applicability within the rural County and the Olympia, Lacey and Tumwater UGA vary. Refer to the appropriate code provision for specific standards and applicability.

**Rural Thurston County** – Title 20

**Lacey Urban Growth Area** – Title 21

**Tumwater Urban Growth Area** – Title 22

**Olympia Urban Growth Area** – Title 23

**NOTE:** Projects within the Olympia and Lacey UGA may require Design Review in conjunction with ASPR. Refer to the appropriate code provision for applicability.

## How Do I Apply?

Submit a completed application package to the Building Development Center with the applicable fee. Complete package requirements are outlined in the application.

## Review Process and Timing (TCC 18.10)

Site Plan Review is evaluated under the Type 1 procedure, if exempt from the State Environmental Policy Act (SEPA). This means that the review time can be up to 58 days. Public notification is not required. The approval authority is staff.

If the proposal requires SEPA, SPR is reviewed under the Type II procedure. This means that review time can be up to 128 days. Public notification is required. The approval authority is staff.

**Note:** Review times listed above may take longer if a request for additional information is required. Workload may also affect timelines.

## Is a Presubmission Conference Required?

A Presubmission Conference is required for projects within the Lacey UGA and optional, but certainly recommended, for projects within the rural County and the Tumwater and Olympia UGA's.

A Presubmission Conference is a meeting scheduled with a representative from all reviewing departments and the applicant and/or applicant's representative to discuss preliminary studies, sketches and the review process. The conference should take place prior to detailed work by an engineer or architect and prior to making an application for Site Plan Review. A request for Presubmission Conference with the applicable fee must be submitted to the Building Development Center.

## Will The Application Require Environmental Review (SEPA)?

SEPA is required if a project meets any of the following thresholds:

- Any work conducted over water or in the water
- Commercial buildings greater than 8,000 square feet
- Filling or excavation of greater than 500 cubic yards
- Agricultural buildings greater than 20,000 square feet
- Parking lot with more than 30 spaces
- Underground tanks over 10,000 gallons

If your proposal requires SEPA, an Environmental Checklist must be completed and submitted with your underlying project proposal. You can obtain the checklist at the Thurston County Building Development

### Building Development Center

2000 Lakeridge Drive SW, Bldg 1, Second Floor; Olympia, WA 98502

Phone: (360) 786-5490; TYY/TDD Line: 711 or 1-800-833-6388; Fax: (360) 754-2939

[www.thurstoncountybdc.com](http://www.thurstoncountybdc.com)

Center or online at the website address referenced at the bottom of the page.

**Note:** A Critical Area Administrative Review (CAAR) is required if critical areas exist on the subject property but the proposal does not require SEPA. A CAAR application can also be obtained at the Building Development Center or online.

### **Site Plan Review Approval**

Each reviewing department will make a recommendation for preliminary approval after it has been determined that the applicable code requirements for that department have been satisfactorily addressed. Planning will then issue a final approval letter which outlines the conditions and requirements from each department that must be satisfied prior to issuance of a building permit and/or prior to issuance of a certificate of occupancy.

### **Duration of Approval**

Final approval for projects within the rural County and the Tumwater and Lacey UGA's is effective for two years from the date of approval. Final approval for projects within the Olympia UGA is effective for one year. In all cases, a one year extension may be granted upon request prior to expiration.

### **Appeals**

All decisions may be appealed. An appeal form and associated appeal fee must be submitted within 14 days from the date of the decision. Administrative decisions are appealed to the Hearing Examiner for Thurston County. Appeal forms are submitted to the Building Development Center.

### **I Still Have Questions...**

The information in this bulletin is a general guideline of the procedures and rules. You should not rely on this bulletin to identify the specific requirements for your project. For additional information, speak with a staff member at the Building Development Center. Contact information is listed below. You may also review all Thurston County Codes online on the County website referenced at the bottom of this page.

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