



# PRESUBMISSION CONFERENCE

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Staff Use Only

Label

Date Stamp/Staff Initials

**1. Application Submittal Checklist** - All items listed are required at the time of application. Incomplete applications will not be accepted.

- Master Application
- Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*
- One Site Plan 11" X 17" or smaller. See Site Plan Submittal Requirements on page 4

**2. Project Description** (Provide as much detail as possible. Attach separate sheet if necessary):

**3. Project Type:** Choose all that apply.

- Plat
- Large Lot Subdivision
- Short Plat Subdivision
- Special Use
- Commercial project
- Site Plan Review
- Design Review
- Multi- Family project
- Shoreline Development
- Other: \_\_\_\_\_

**4. Property Zoning:** Zoning Designation: \_\_\_\_\_

- Rural County
- Lacey UGA
- Tumwater UGA
- Olympia UGA
- Grand Mound UGA

**5. Access:**  Existing  New  Private Road  Public Road

Name of road or street from which access is or will be gained: \_\_\_\_\_

How many other parcels have access by this road ? Include vacant parcels? \_\_\_\_\_



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## 6. Utilities

### Water Supply:

Existing:  Single Family Well  Two Party Well  Group B Well  Group A Well

Name of public water system: \_\_\_\_\_

Proposed:  Single Family Well  Two Party Well  Group B Well  Group A Well

Name of public water system: \_\_\_\_\_

Is water system located/proposed onsite?  Yes  No

If no, tax parcel number of property the water system is or will be located : \_\_\_\_\_

Are there any off-site water supplies within 200 feet of the property?  Yes  No

The methods used to obtain this information must be documented, which may include communications with adjacent property owners and field verification. How was this information verified?

\_\_\_\_\_

### Sewage Disposal:

Existing:  Individual Septic System  Community Septic System

Public Utility Name of Public Utility \_\_\_\_\_

Proposed:  Individual Septic System  Community Septic System

Public Utility Name of Public Utility \_\_\_\_\_

Are the test pits dug?  Yes  No If No, explain

Is sewage system located/proposed onsite?  Yes  No

If no, Tax parcel number of property the system is located or will be located: \_\_\_\_\_

## 7. Critical Areas on or within 300' of the property

None  Shoreline  River/Creek  Lake/Pond  Wetland  Ditch  High Ground Water

Important Habitat/ Species  Oak trees  Mima Mounds

Name of water body: \_\_\_\_\_

Has the property ever flooded?  No  Do not know  Yes, when? \_\_\_\_\_ (Include area on site plan)

Slopes greater than 40%?  Yes  No

Are there other Critical Areas? (e.g. eagle's nest, etc.): \_\_\_\_\_



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## 8. Project Information – For Non Residential Proposals:

- a. What are the hours of operation?
- b. What are the days of operation?
- c. What is the total number of employees engaged in the business?
- d. Does the owner/operator of the proposed business reside on the property where the business is located?  Yes  No
- e. Are customers expected to visit the site?  No  Yes.  
If Yes, the average number of customers visiting the site per day \_\_\_\_\_ per week \_\_\_\_\_
- f. Are parking spaces being provided?  No  Yes. How many \_\_\_\_\_
- g. Will this proposal generate noise?  No  Yes. Please describe.
- h. Will there be any outside storage of materials or equipment?  No  Yes. Please describe.
- i. Are any vehicles involved in the business?  No  Yes List the type of vehicle and how many.
- j. Will there be hazardous materials associated with the use?  No  Yes  
If yes, describe in detail what hazardous materials will be used. A hazardous materials handling, storage, and spill response plan may be required at time of application.
- k. Is a sign proposed?  No  Yes. How many and what type (wall sign, monument sign, other)?
- l. Is the use proposed within an accessory structure?  No  Yes. What is the square footage of the accessory structure? \_\_\_\_\_
- m. What is the gross square footage of the existing non-residential buildings? \_\_\_\_\_
- n. What is the gross square footage of the total finished project? \_\_\_\_\_
- o. What is the square footage of existing impervious area? \_\_\_\_\_
- p. What is the total square footage of impervious area after the finished project? \_\_\_\_\_

Impervious area means pavement (compacted gravel, asphalt and concrete), roofs, revetments, or any other man-made surface which substantially impedes the infiltration of precipitation.



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## 9. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11" X 17" or 8 ½" x 11" sheet.
- Example scales include 1" = 30' or 1" = 100'
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
<input type="checkbox"/>	a. North arrow, site address, tax parcel number and map scale used	<input type="checkbox"/>
<input type="checkbox"/>	b. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	<input type="checkbox"/>
<input type="checkbox"/>	c. All existing and proposed structures	<input type="checkbox"/>
<input type="checkbox"/>	d. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	<input type="checkbox"/>
<input type="checkbox"/>	e. All easements encroaching onto the property (for example: utility, road, railroad, etc)	<input type="checkbox"/>
<input type="checkbox"/>	f. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	<input type="checkbox"/>
<input type="checkbox"/>	g. The location of all existing off-site water supplies within 200 feet of the project site with their associated sanitary control radii (100' for wells & 200' for springs).	<input type="checkbox"/>
<input type="checkbox"/>	h. The location of any area protected by covenant on the project site for water sources.	<input type="checkbox"/>
<input type="checkbox"/>	i. Location of any critical areas and buffers (example: wetlands, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc)	<input type="checkbox"/>
<input type="checkbox"/>	j. Vicinity Map at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways	<input type="checkbox"/>
<input type="checkbox"/>	k. For non-residential projects, the location of proposed parking and outside storage areas	<input type="checkbox"/>
<input type="checkbox"/>	l. All existing vegetation to remain and proposed landscaping, including location and type	<input type="checkbox"/>

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

At the presubmission conference you will be provided with comments and requirements for your proposed use based on the information you provide. This is an informal meeting between staff and the applicant. No decisions are made. Public comment is limited to the applicant and advisors.

Presubmission conferences are a required first step for the following types of development projects:

- Plats, short plats and large-lot subdivisions
- Special use permits (Hearings Examiner approved only)
- New nonresidential and/or commercial uses, including expansions and change of use.