



SITE PLAN REVIEW

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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 11" x 17" Site Plan - If submitting full-size maps, include four (4) full size folded maps along with the one (1) reduced 11" x 17" site plan – See Site Plan Submittal Requirements on page 5
- Project Narrative- The narrative should include what is existing and proposed on the subject parcel. Be specific regarding parcel size, existing use, proposed use and activities to occur on-site.
- Environmental Checklist (SEPA), if applicable
- Critical Area Determination, if applicable
- Design Review Application, if applicable
- Landscape Plan
- Parking Plan
- Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, or others. All special reports must be submitted as original paper documents **and** PDF files on a flash drive

2. Project Description (Attach separate sheet if necessary):

3. Property Zoning: Zoning Designation: _____

- Rural County UGA UGA _____

4. Project Type: Choose all that apply.

- Commercial Development Industrial Development Change of Land Use
- Addition or Expansion (valuation of project _____) Alteration (valuation of project _____)
- Multifamily, Condominiums or Townhouse Development with more than four dwelling units
- Multifamily, Condominiums or Townhouse Development more than two dwelling units (Lacey UGA only)
- Other: _____



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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 _____

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: Single Family Septic System Community Septic System

Public Utility Name of Public Utility _____

Proposed: Single Family 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: Provide as much detail as possible. Attach a separate sheet if necessary.

- 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 delivery vehicles expected to visit the site? No Yes
If yes, what is the average number of deliveries per day _____ per week _____
Describe the type of delivery vehicles:
- g. Are any vehicles involved in the business? No Yes. List the type of vehicle and how many.
- h. Are parking spaces being provided? No Yes. How many _____
- i. Will this proposal generate noise? No Yes. Please describe.
- j. Will there be any outside storage of materials or equipment? No Yes. Please describe
- k. Will there be hazardous materials associated with the use? No Yes
If yes, please provide a hazardous materials handling, storage, and spill response plan. The plan should describe how materials will be stored and handled so that any leaks or spills will not contaminate ground or surface water. The best way to ensure this is to provide secondary containment
- l. Is a sign proposed? No Yes. How many and what type (wall sign, monument sign, other)?



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m. Total square footage/acreage of the site: _____

n. Gross square footage of existing non-residential buildings: _____

o. Gross square footage of proposed non-residential buildings: _____

p. Square footage of existing impervious area: _____

q. Square footage of proposed impervious area: _____

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

r. Height of existing buildings: _____

s. Height of proposed buildings: _____



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8. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale.
- Example scales include 1" = 30' or 1" = 100'
- 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. The location and size of all existing and proposed parking and outside storage areas	<input type="checkbox"/>
<input type="checkbox"/>	e. The location of all loading spaces, including but not limited to, loading platforms and loading docks.	<input type="checkbox"/>
<input type="checkbox"/>	f. The location of all existing and proposed signage.	<input type="checkbox"/>
<input type="checkbox"/>	g. Setback distances from all property lines (or road easements) to all existing and proposed buildings	<input type="checkbox"/>
<input type="checkbox"/>	h. Location of all existing and proposed utilities including wells, septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs	<input type="checkbox"/>
<input type="checkbox"/>	i. 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"/>	j. The location of any area protected by covenant on the project site for water sources.	<input type="checkbox"/>
<input type="checkbox"/>	k. All means, existing and proposed, vehicular and pedestrian ingress and egress to and from the site, including driveways, streets, fire access roads, including existing and proposed road names and existing county and state right of way	<input type="checkbox"/>
<input type="checkbox"/>	l. Areas to be cleared, graded, filled, excavated or otherwise disturbed	<input type="checkbox"/>
<input type="checkbox"/>	m. The location of any existing critical areas or buffers affecting the site, both on-site and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, steep slopes, high groundwater and special habitats	<input type="checkbox"/>
<input type="checkbox"/>	n. Topographic information for the entire property based on available County two (2) foot contour maps. This information may be provided on a separate map.	<input type="checkbox"/>
<input type="checkbox"/>	o. All existing vegetation proposed to remain onsite and all proposed landscaping, including location, type and height.	<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.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.