



PLANNING DEPARTMENT

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Site Plan Review Counter Checklist

This checklist includes the required information for submitting a SITE PLAN REVIEW. It includes the required information of the State Environmental Policy Act(SEPA). Applications will not be processed until all of the following information is submitted and determined "Counter Complete" by City staff.

- ☐ General Application, completed and signed
- ☐ Supplemental application for Site Plan Review, completed and signed
- ☐ Environmental Checklist as per State Environmental Policy Act (if required)
- ☐ Filing fees
- ☐ Additional application information may be requested and may include, but is not limited to, the following:
 - ☐ Critical area studies
 - ☐ Noise studies
 - ☐ Air quality studies
 - ☐ Transportation impact studies
 - ☐ Geotechnical reports
 - ☐ Other: _____
- ☐ Storm water plans
- ☐ Water/wastewater application
- ☐ Sewage permit documentation from Lewis County Environmental Health (if applicable)
- ☐ Well site documentation from Lewis County Environmental Health (if applicable)
- ☐ Phasing of the proposed planning (if applicable)
- ☐ A list of name and addresses of adjacent property owners.
- ☐ Significant historic, cultural or archaeological resources
- ☐ One (1) electronic copy; one (1) paper copy of the site plan, drawn to a minimum scale of 1" = 100' on a 24"x 36" sheet; and one (1) 11"x 17' paper copy of the site plan. All three copies will include the following:
 - ☐ Plat name and the name of any subdivision being replatted
 - ☐ Name and mailing address of the owner and the person with whom official contact should be made regarding the application
 - ☐ Surveyor's name, mailing address and contact number
 - ☐ Legal Description
 - ☐ Section, township, and range
 - ☐ Vicinity map
 - ☐ North arrow, scale, and date
 - ☐ Acreage of the site
 - ☐ Number of lots and proposed density
 - ☐ Zoning designation
 - ☐ Boundary lines of proposed subdivision
 - ☐ City limits and section lines
 - ☐ Park or open space (if proposed)

For Official Use Only

SPR# _____

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- ☐ Existing topography at two-foot intervals
- ☐ Proposed buildable areas showing setbacks.
- ☐ Boundaries and approximate dimensions of all blocks and lots, together with the numbers proposed to be assigned to each lot and block, and the dimensions, square footage and acreage of all proposed lots and tracts.
- ☐ The name and location of adjacent subdivisions.
- ☐ Show the location and layout of existing streets which are adjacent to or across contiguous right of way (ROW) from the proposed development.
- ☐ Identify the following uses.

Existing	Proposed	
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | Wells |
| <input type="checkbox"/> | <input type="checkbox"/> | Well head protection areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewage disposal systems |
| <input type="checkbox"/> | <input type="checkbox"/> | Water courses |
| <input type="checkbox"/> | <input type="checkbox"/> | Bodies of water, including wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood zones |
| <input type="checkbox"/> | <input type="checkbox"/> | Culverts |
| <input type="checkbox"/> | <input type="checkbox"/> | Bridges |
| <input type="checkbox"/> | <input type="checkbox"/> | Structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Overhead and underground utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Railroad Lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Other features existing upon, over or under the land proposed to be subdivided, identifying any which are to be retained or removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | All critical areas |

- ☐ Location and width of, but not limited to, the following types of access:

Existing	Proposed	
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- | | | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Streets |
| <input type="checkbox"/> | <input type="checkbox"/> | Alleys |
| <input type="checkbox"/> | <input type="checkbox"/> | Right of Way's |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements, both public and private |
| <input type="checkbox"/> | <input type="checkbox"/> | Turn arounds |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency Access |