



SITE PLAN APPROVAL

PURPOSE: The City's site plan approval process is codified in Mount Vernon Municipal Code Chapter 17.90 and is a process that is required for any commercial, industrial or public building or activity and for the construction of any multifamily residential building with five (5) or more dwelling units.

Site plan approval by itself is a Type I permit (MVMC 14.05.060). However, consistent with MVMC 14.05.080(G) this process is more often than not consolidated with other permits required of a project.

Site Plan Approval allows an applicant to move forward with project design after having important aspects like setbacks, parking counts, and density limitations of a project reviewed and approved by the City.

EARLY CONSULTATION: Prior to submitting a Site Plan Approval application, the Applicant shall apply for a 'pre-application meeting' through the Community & Economic Development Department (CEDD) to discuss the project and the materials that will need to be submitted to the CEDD by the applicant.

The CEDD will provide assistance and detailed information on the City's requirements and standards. In addition to the pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project.

Pre-application meetings can be scheduled with a CEDD permit technician by calling (360) 336-6214.

COMPLETE APPLICATION REQUIRED: The City will not accept a Site Plan Approval application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

APPLICATION REVIEW: Applicants are required to bring one copy of the application package for informal review by a CEDD staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

SUBMITTAL REQUIREMENTS: The applicant may ask for a waiver of any of the following submittal application materials at their required pre-application meeting; and the Community & Economic Development Department will review the applicant's request, and either approve or disallow the waiver, in writing.

SUBMITTAL REQUIREMENTS THE SITE PLAN APPROVALPROCESS:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p>Fees Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p> <p>Site Plan Approval: \$300.00</p> <p>(if consolidated with a process that requires Hearing Examiner approval this fee is \$1,000.00)</p>	NA	
<input type="checkbox"/>	<p>Master Land Use Form A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor’s information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Assessor’s Map Showing Site and Surrounding Area A map obtained from the Skagit County Assessor’s office identifying the subject site illustrating all property within 300 feet of the subject site.</p>	4	
<input type="checkbox"/>	<p>List of Site and Surrounding Property Owners and Mailing Labels for Same A listing of all current property owners and their mailing addresses and Skagit County Assessor’s account numbers within the area specified by MVMC 14.05.150(A)(3) of the boundaries of the subject site as obtained from the Skagit County Assessor’s office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the CEDD.</p>	2	
<input type="checkbox"/>	<p>Affidavit for Submitted Labels A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor’s office within the previous 30 days. This affidavit is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Project Narrative A clear and concise description and summary of a proposed project, including:</p> <ul style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; d. Statement addressing soil type and drainage conditions; e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.); g. Total estimated construction cost and estimated fair market value of the proposed project; h. Estimated quantities and type of materials involved if any fill or excavation is proposed; i. Number, type and size of trees to be removed; 	4	

	<ul style="list-style-type: none"> j. Explanation of any land to be dedicated to the City; k. The FEMA Flood Zone designation from a Flood Insurance Rate Map along with its associated Community Panel Number and Effective Date; l. For shoreline applications: <ul style="list-style-type: none"> i. Name of adjacent water area or wetlands, ii. Shoreline Designation from the City's Shoreline Master Plan, iii. Nature of existing shoreline – describe, iv. Describe the distance from the ordinary high water line, levee, or flood wall (as applicable) to any proposed improvements on the site. 														
<input type="checkbox"/>	<p>Site Plan</p> <p>A plan drawn by a State of Washington licensed architect, engineer, surveyor, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:</p> <ul style="list-style-type: none"> a. Scale and north arrow; b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements; c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees; d. Landscaped areas and irrigation meters; e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands; f. Off-street parking layout and driveways; g. Lighting and sign structures (new and existing); h. Location and proposed screening of garbage containers and recycling storage; i. Fire hydrant locations (proposed and existing); j. Existing utilities and connection to existing and/or new utilities; k. The horizontal and vertical control datum shall be clearly shown; l. All wells and septic systems located on or near the project site shall be identified; m. Notes addressing the following: <ul style="list-style-type: none"> i. Name of the project, ii. Name, address, and telephone number of owner and agent(s), iii. Zoning and Comprehensive Plan designations of the site, iv. Area, in square feet and acreage, of the project site, v. Reference to the current Building Code, vi. Proposed use, occupancy group, construction type, and number of units in each building, vii. Square footage and height of each individual building, ix. Proposed building setbacks, x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping. The following table, with project specific information filled in, shall be placed on the site plan: <p>PARKING CALCULATIONS:</p> <table border="1" data-bbox="349 1738 1193 1885"> <thead> <tr> <th>Type of Use from MVMC 17.84.030</th> <th>Parking Ratio Required</th> <th>Gross and Net Square Feet of Each Use</th> <th># of Parking Stalls Required</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type of Use from MVMC 17.84.030	Parking Ratio Required	Gross and Net Square Feet of Each Use	# of Parking Stalls Required									<p style="text-align: center;">4</p>	
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For Example:

Type of Use from MVMC 17.84.030	Parking Ratio Required	Gross and Net Square Feet of Each Use	# of Parking Stalls Required
Professional Office	1 : 300 net s.f.	5,000 s.f. gross 4,200 s.f. net	14 spaces

xi. Landscaping calculations complying with MVMC Chapter 17.93. The following table, with project specific information filled in, shall be placed on the site plan:

LANDSCAPING CALCULATIONS:

	For Example
Gross Site Area:	28,200 s.f.
% of gross site area to be landscaped [see MVMC 17.93.020(G)]	10% - C-2 zone 2,820 s.f. required 3,322 s.f. provided
Width of planting strip to be located along all public and private roads [see MVMC 17.93.020(D)]	10 feet Provided, see site plan
If there are more than 20 parking spaces only: Square Footage of parking area [see MVMC 17.93.030(B) for this definition]	22 parking spaces provided 9,000 s.f. of parking area
Require % of Parking Area to be landscaped [see MVMC 17.93.030(B)]	4% required 360 s.f. required 420 s.f. provided in parking areas
If screening is required indicate which property line and whether Type I or Type II screening is required (see MVMC 17.93.040)	Yes Type I, along north and east property lines
If there is a stormwater pond with side slopes greater than 5:1 landscaping and fencing is required around this pond (see MVMC 17.93.040)	Yes, fence and landscaping is shown

xii. Density calculation for residential developments.

n. For shoreline permits:

- i. Ordinary high water mark, existing and proposed, and
- ii. Name of water body.

o. For sign permits:

- i. Note if any proposed signage will be illuminated or be animated,
- ii. Type (e.g., freestanding, wall, etc.), size and number of all existing signs,
- iii. Type, size and number of all proposed signs, and
- iv. Wind design loads.



Building Envelopes and Architectural Elevations

Architectural elevation plan drawn to-scale clearly showing the following:

- a. Existing and proposed ground elevations;
- b. Building Envelopes and Roof lines;

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	<p>c. Existing average grade level underneath proposed structure;</p> <p>d. Height of existing and proposed structures showing finished roof-top elevations based upon site elevations for proposed structures and any existing/abutting structures;</p> <p>e. Building materials and colors including roof, walls, any wireless communication facilities, and enclosures;</p> <p>f. Fence or retaining wall materials, colors, and architectural design;</p> <p>g. Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening.</p>		
<input type="checkbox"/>	<p>Plan Reductions Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.</p>	4	
<input type="checkbox"/>	<p>Drainage Summary Memo A short memo summarizing the proposed strategy for managing stormwater for the proposal. This assumes that the drainage analysis has been completed and the applicant has a concept for stormwater management.</p>	4	
<input type="checkbox"/>	<p>Environmental Checklist</p>	9	
	<p>Critical Area Reports – as determined by Staff based on site specific conditions</p> <p style="text-align: center;">Required:</p> <p>Geotechnical Report: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Habitat/Wildlife Assessment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Hydrogeologic Study: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Stream Study: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Wetland Assessment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	2	
<input type="checkbox"/>	<p>Title Report A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>	2	