

SITE PLAN APPROVAL

GENERAL INFORMATION: 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 Development Services Department (DS) to discuss the project and the materials that will need to be submitted to the City by the applicant.

The City will provide assistance and detailed information regarding 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.

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 DS staff prior to formal application and fee payment to ensure the application is complete. Please call the DS department to arrange a convenient time.

SUBMITTAL REQUIREMENTS & ITEMS ACCOMPANYING THIS HANDOUT: One paper copy (plans to be a minimum size of 11"x 17") and one copy in an electronic format (complying with the City's Electronic Document Requirements as outlined in this packet) of each of the submittal items listed on the table on page 2, is required to be submitted to the City at the same time. Attached to this packet are several forms that will need to be completed as part of this permit process.

Please note there are additional handouts available on the City's website to assist applicants in submitting technically complete applications. This additional information can be found on the City's website by navigating to: www.mountvernonwa.gov; once on the home page in the upper right hand corner use the search window to direct you to the following documents.

SUBMITTAL REQUIREMENTS - SITE PLAN APPROVAL

One paper copy (no less than 11" by 17") and one copy in an electronic format (complying with the City's Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **at the same time**.

① FEES

Application fees must be paid when an application is submitted to the City. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

② MASTER LAND USE FORM - ATTACHED

③ PROJECT NARRATIVE

A clear and concise description and summary of a proposed project, including:

- 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;
- 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:
 - 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.

④ SITE PLAN – SEE ATTACHED CHECKLIST OF ITEMS REQUIRED TO BE INCLUDED ON YOUR SITE PLAN

⑤ 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;
- c. Existing average grade level underneath proposed structure;
- d. Height of existing and proposed structures showing finished roof-top elevations based upon site elevations for proposed structures and any existing/abutting structures;
- e. Building materials and colors including roof, walls, any wireless communication facilities, and enclosures;
- f. Fence or retaining wall materials, colors, and architectural design;
- g. Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening.

⑥ **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.

⑦ **CRITICAL AREA REPORTS – AS DETERMINED BY STAFF BASED ON SITE SPECIFIC CONDITIONS**

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Geotechnical Report: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Habitat/Wildlife Assessment: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hydrogeologic Study: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stream Study: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wetland Assessment: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

⑧ **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.**

ATTACHED TO THIS HANDOUT ARE THE FOLLOWING FORMS:

- Master Land Use Form
- Site Plan Checklist
- Electronic Document Requirements



MASTER LAND USE APPLICATION FORM

FILE NUMBER: _____

① PROPERTY WHERE PROJECT IS PROPOSED

ADDRESS:	PARCEL NUMBER(S):
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② PROPERTY OWNER INFORMATION

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

③ APPLICANT INFORMATION

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

④ CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT APPLICANT PROPERTY OWNER CONTRACTOR OTHER (LIST BELOW)

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

⑤ OTHER INFORMATION

BRIEF PROJECT DESCRIPTION:			
EXISTING ZONING DESIGNATION:	REQUESTING A REZONE:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
EXISTING COMPREHENSIVE PLAN DESIGNATION:	REQUESTING A COMPREHENSIVE PLAN AMENDMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SITE AREA (IN SQUARE FEET & ACRES):			

IS THE PROPERTY LOCATED IN A FLOOD ZONE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Flood Area Development Permit may be required.
ARE THERE SLOPES IN EXCESS OF 15% ON OR ABUTTING THE SITE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, make sure these area are clearly shown on the plans being submitted and provide a geotechnical report.
ARE THERE CRITICAL AREAS OR BUFFERS ON OR ABUTTING THE PROJECT SITE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a copy of the critical areas report(s) must be submitted with this application. In addition, the critical area and its associated buffer must be clearly shown on the plans being submitted.
WILL MORE THAN 2-ACRES BE CLEARED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Land Clearing Permit must be submitted.
WILL MORE THAN 5,000 BOARD FEET OF TIMBER BE HARVESTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Land Clearing Permit must be submitted.
ARE YOU CONSTRUCTING STORMWATER FACILITIES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL INFORMATION NEEDED: If yes, list the DOE Manual used to design facility:
ARE YOU WORKING WITHIN AN EXISTING CITY RIGHT-OF-WAY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Right-of-Way Permit must be submitted.
HAS A PRE-APPLICATION MEETING BEEN HELD THAT INCLUDES THIS PROJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If no, you may be required to schedule this meeting.
		ADDITIONAL INFORMATION NEEDED: If yes, provide it's City File Number:
IS THIS PROJECT SUBJECT TO THE SEPA PROCESS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a SEPA Checklist and its associated materials must be submitted.
		ADDITIONAL INFORMATION NEEDED: If yes, provide it's City File Number:

⑥ ACKNOWLEDGEMENTS & SIGNATURE

Read and initial each of the following statements prior to signing this application:

	I understand that land use and/or planning permits do not authorize earth disturbing activities, the removal of vegetation, or the construction of buildings. I understand that additional permits will be required after my land use and/or planning permitting process is completed. I understand that no earth disturbing activities (including the removal vegetation) may take place until after my land use and/or planning process is complete, and only after I have received additional permits such as Fill & Grade, Building Utility, or Right-of-Way permit(s).
	I understand that if critical areas (wetlands, streams, steep slopes, et cetera) are found on or near my property I am not authorized to impact these areas in any way and will be required to leave an undisturbed buffer area around the critical area. I also understand that depending upon the size and scope of my project that I may be required to enhance a critical area buffer.
	I understand that depending upon the size and scope of my project, I may be required to provide maintenance and/or performance bonds for items such as landscaping, critical areas, public roads and/or public utilities that I construct or install.
	I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my permits will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Development Services Department could require an entirely new application be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City staff person assigned to my project know.
	I understand that I am applying for permits from the City of Mount Vernon only; and that additional permits from other Federal and State agencies could be required. I understand that the City of Mount Vernon cannot advise me of permits that are required from other agencies, and that I must contact these agencies to make sure I comply with their requirements. These agencies include (but are in no way limited to): Corps of Engineers, Department of Natural Resources, Department of Ecology, and Northwest Clean Air Agency.
	I understand that I may be required to properly and timely post a pink land use sign on my property during land use and/or planning permitting process. I understand that I am responsible for making sure that this sign continues to be posted on my property until my land use and/or planning process is completed; and I understand that I am responsible for removing and disposing of this sign once my land use process is completed.
	I understand that I will be responsible for paying consultants that the City may deem necessary to review certain aspects of my application. I understand that these consultant reviews could include special inspections, traffic concurrency, critical area, landscaping, et cetera.

By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities. If your title report lists a company, partnership or other owners you must submit evidence that you are authorized to sign on behalf of the entity or others that are listed.

If you are an authorized representative you must submit an AGENT AUTHORIZATION FORM.

Please attach additional signature sheets if there is more than one owner.

Under penalty of perjury I swear that all information provided is true and correct.

Signature

Date

Printed Name

STATE OF WASHINGTON }
COUNTY OF SKAGIT } ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ to be the free and voluntary act and deed of said _____, for the uses and purposes therein mentioned.

Given under my hand and official seal this ____ day of _____, 20____

(SEAL)

Notary Public

Residing at _____

My appointment expires _____



AGENT AUTHORIZATION FORM

Use this form to authorize someone other than the property owner to apply for permits for the subject property.

Project Name: _____

Property Address: _____

City, State, Zip: _____

AUTHORIZATION STATEMENT

I/we, as the owners of the property identified above, authorize the below listed individual to act as our agent to submit applications, receive correspondence regarding the above-listed application, and sign to receive notices on my/our behalf.

DESIGNATED AGENT

Agent Name: _____

Agent Address: _____

Agent City, State, Zip: _____

PROPERTY OWNER SIGNATURE(S)**

Signature: _____ **Signature:** _____

Printed Name: _____ **Printed Name:** _____

Title: _____ **Title:** _____

Company: _____ **Company:** _____

Date: _____ **Date:** _____

**Each property owner listed above must have their signature notarized

STATE OF WASHINGTON }
COUNTY OF SKAGIT } ss.

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Agent Name: _____

Agent Address: _____

Agent City, State, Zip: _____

PROPERTY OWNER SIGNATURE(S)**

Signature: _____ **Signature:** _____

Printed Name: _____ **Printed Name:** _____

Title: _____ **Title:** _____

Company: _____ **Company:** _____

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Given under my hand and official seal this ____ day of _____, 20____

(SEAL)

Notary Public

Residing at _____

My appointment expires _____

PERMIT
NUMBER:

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:

PARCEL
NUMBER(S):

② GENERAL INFORMATION REGARDING SITE PLANS

This form has been created to assist Applicants in creating complete, code compliant site plans. After reading the general information below scroll down and check to make sure your site plan contains each of the listed submittal items. Last, to the right of the Requirements column is a space for you to list the sheet number of your plan set where the listed information is shown on your site plans.

- Site plans are required to be a minimum of 11" x 17" in size and must be drawn at an architectural or an engineering scale.

③ INFORMATION REQUIRED ON ALL SITE PLANS

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS
<input type="checkbox"/>	Cover Sheet shall contain all of the following: <ul style="list-style-type: none"> • Vicinity Map • Name of the project • Name, address, and telephone number of owner and agent(s) • Name, address, and telephone number of Applicant (if different from the owner) • Zoning designation of the site • Area, in square feet and acreage, of the project site • Reference to the Building Code used • Proposed use • Occupancy group • Construction type • Number of units in each building • Square footage and height of each individual building • Percent Lot Coverage • % impervious surfaces 	
<input type="checkbox"/>	Scale & North Arrow.	
<input type="checkbox"/>	Location, identification, and dimensions of all existing and proposed buildings and other structures.	
<input type="checkbox"/>	Location, identification, and dimensions of all property lines and easements. All easements shown on the title report, Record of Survey, or plat must be dimensioned and shown.	

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS										
<input type="checkbox"/>	Location, identification, and dimensions of all setbacks.											
<input type="checkbox"/>	Location, identification, and dimensions of all existing and proposed on-site and adjacent streets. The location and dimensions of all existing and proposed curbs, gutters, sidewalks, median islands, and street trees shall be included.											
<input type="checkbox"/>	Location and dimensions of existing and proposed stormwater, sanitary sewer, potable water, and fiber lines/facilities. All wells and septic systems located on or near the project site shall also be identified.											
<input type="checkbox"/>	Location of all existing and proposed fire hydrants within 300 feet of the boundary of the project site.											
<input type="checkbox"/>	Location and dimensions of existing and proposed freestanding lighting fixtures, utility junction boxes, public utility transformers.											
<input type="checkbox"/>	Location and dimensions of existing and proposed critical areas (wetlands, streams, steep slopes) and their associated buffer areas.											
<input type="checkbox"/>	Existing and proposed contours and site elevations (i.e. finished grades) at 5-foot minimum increments. The horizontal and vertical control datum shall be clearly shown.											
<input type="checkbox"/>	Proposed Temporary Erosion and Sediment Measures, if not located on other plans, shall be shown.											
<input type="checkbox"/>	<p>Location and dimensions of existing and proposed parking that includes all of the following:</p> <ul style="list-style-type: none"> • Driveways • Drive Aisles and Loading Areas • The sizes of stalls and their associated angles • The location and number of handicap stalls, compact, employee and/or guest parking stalls • The location and size of curb cuts • Indication of traffic flow within the parking, loading, and maneuvering areas and ingress and egress • The location of wheel stops, loading space, stacking space shall all be identified <p>The following table shall be added to the site plan and completed with the project specific information:</p> <p style="text-align: center;">PARKING CALCULATIONS - FOR EXAMPLE:</p> <table border="1" data-bbox="329 1633 1263 1818"> <thead> <tr> <th data-bbox="329 1633 521 1724">Type of Use from MVMC 17.84.030</th> <th data-bbox="521 1633 699 1724">Parking Ratio Required</th> <th data-bbox="699 1633 902 1724">Gross and Net Square Feet of Each Use</th> <th data-bbox="902 1633 1089 1724"># of Parking Stalls Required</th> <th data-bbox="1089 1633 1263 1724"># of Parking Stalls Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="329 1724 521 1818">Professional Office</td> <td data-bbox="521 1724 699 1818">1 : 300 net s.f.</td> <td data-bbox="699 1724 902 1818">5,000 s.f. gross 4,200 s.f. net</td> <td data-bbox="902 1724 1089 1818">14 spaces</td> <td data-bbox="1089 1724 1263 1818">16 spaces</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	# of Parking Stalls Required	Professional Office	1 : 300 net s.f.	5,000 s.f. gross 4,200 s.f. net	14 spaces	16 spaces	
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COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS														
<input type="checkbox"/>	Location and dimensions of existing and proposed signs not attached to the wall of a structure.															
<input type="checkbox"/>	Location and dimensions of existing and proposed fencing or retaining walls.															
<input type="checkbox"/>	Location and dimensions of existing and proposed garbage, dumpster, storage and recycling areas. Existing and proposed dumpster screening and enclosures shall also be shown.															
<input type="checkbox"/>	<p>Location and dimensions of existing and proposed landscaping that includes all of the following:</p> <ul style="list-style-type: none"> • Location and dimensions of planting areas • Location and height of proposed berming • Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc. • Location, size, spacing, condition (i.e., container, bare-foot), and botanical and common names of existing and proposed trees, shrubs, and ground covers • Decorative rockery or similar landscape improvements in relationship to proposed and existing utilities • Plant material key and all landscape calculations required per Chapter 17.93 MVMC • Names and locations of existing vegetation to remain • Detailed planting specifications (soil mix, planting depth and width, and bark mulch depth) <p>The following table, with project specific information filled in, shall be placed on the site plan:</p> <table border="1" data-bbox="331 1186 1256 1770"> <thead> <tr> <th data-bbox="331 1186 984 1236">REQUIRED LANDSCAPING CALCULATIONS</th> <th data-bbox="984 1186 1256 1236">FOR EXAMPLE</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1236 984 1268">Gross Site Area</td> <td data-bbox="984 1236 1256 1268">28,200 s.f.</td> </tr> <tr> <td data-bbox="331 1268 984 1354">% of gross site area to be landscaped [see MVMC 17.93.020(G)]</td> <td data-bbox="984 1268 1256 1354">10% - C-2 zone 2,820 s.f. required 3,322 s.f. provided</td> </tr> <tr> <td data-bbox="331 1354 984 1415">Width of planting strip to be located along all public and private roads [see MVMC 17.93.020(D)]</td> <td data-bbox="984 1354 1256 1415">10 feet Provided, see site plan</td> </tr> <tr> <td data-bbox="331 1415 984 1591"> If there are more than 20 parking spaces only: <ul style="list-style-type: none"> • Square Footage of parking area [see MVMC 17.93.030(B) for this definition] • Require % of Parking Area to be landscaped [see MVMC 17.93.030(B)] </td> <td data-bbox="984 1415 1256 1591">9,000 s.f. of parking area 4% required 360 s.f. required 420 s.f. provided in parking areas</td> </tr> <tr> <td data-bbox="331 1591 984 1680">If screening is required indicate which property line and whether Type I or Type II screening is required (see MVMC 17.93.040)</td> <td data-bbox="984 1591 1256 1680">Yes Type I, along north and east property lines</td> </tr> <tr> <td data-bbox="331 1680 984 1770">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)</td> <td data-bbox="984 1680 1256 1770">Yes, fence and landscaping is shown</td> </tr> </tbody> </table>	REQUIRED 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: <ul style="list-style-type: none"> • Square Footage of parking area [see MVMC 17.93.030(B) for this definition] • Require % of Parking Area to be landscaped [see MVMC 17.93.030(B)] 	9,000 s.f. of parking area 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	
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ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

INTRODUCTION

In a *concerted effort* to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of City Staff, the Development Community and residents, the City has developed an Electronic Plan Review Program.

Electronic Plan Review allows concurrent reviews by City Staff which, in turn, will reduce review turnaround times and support a consolidated corrections letter that applicants can respond to staff comments in a more efficient manner. Note: Applicants will create a unique user name and password that will enable them to view/track the entire permitting process.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the Plans, Maps, and Technical Documents are submitted meeting the following requirements. Failure to meet these requirements will result in a request for resubmittal and/or delay the start of the permit review process.

GENERAL REQUIREMENTS

- All documents must be in PDF format.
- Zip files will not be accepted.
- Each submittal document uploaded shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.)
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing.
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.

PLAN FORMATTING

- All plans shall be created on Washington State Plane NAD83, and vertical control datum NGVD 29.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".
- Plans shall be prepared to an industry standard scale of a clearly legible size.
 - Site plans shall be drawn to a minimum scale of 1" = 20'
 - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.
- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.

- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

PDF DETAILS

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- PDF authoring tools must be set to Vector and not Raster.
- Maintain output scale – please do not use “Fit to page”.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Font type must be TrueType. (SHX fonts are typically found in Raster format and should not be used). Please do not embed fonts.
- Do not include layer information from the drafting program. All layers should be flattened in the authoring program prior to export and submittal.

AS-BUILTS AND PLAT MAPS

- Final As-builts and plat maps shall be provided to the city in both PDF format, and drawing file (DWG) format as an AutoCAD 2013 or earlier version.

REVISIONS AND RESUBMITTALS

- Every resubmittal shall include a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with and additional documents in a separate PDF.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Please note partial resubmittals will not be accepted.