

## **FINAL SITE PLAN APPLICATION**

### **Purpose:**

Preliminary site plan approval is required to ensure compatibility between new developments, existing uses and future developments in a manner consistent with the goals and objectives of the Comprehensive Plan in order to create healthful and safe conditions.

Final site plan is required in order to ensure compliance with the conditions of approval identified within the preliminary site plan approval.

Unless waived by the Community Development Director, a proposed final site plan shall be approved prior to the issuance of a building permit for all developments subject to site plan review.

### **Procedure:**

Final site plan applications are subject to a Type I review pursuant to Section 18.94.060.

1. Within twenty eight (28) calendar days of submittal, the director shall determine if the application is **Technically Complete** and shall send the applicant a letter stating such or identifying what additional information is requirement to make it technically complete.
2. The director shall approve, approve with conditions, or deny the application within twenty eight (28) calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the City shall not be included in the 28-day period.
3. The director shall approve a final site plan and forward a copy to the building department for issuance of a building permit if the approval criteria below are met:
  - (a) The construction plans, if required, and final site plan are in proper form as established by the submittal requirements;
  - (b) The construction plans, if required, and final site plan are in conformance with the conditions of the preliminary site plan approval;
  - (c) The construction plans, if required, and final site plan are in compliance with the requirements of this chapter and all applicable, adopted statutes and city ordinances; and
  - (d) Construction plans, if required, have been approved.

4. The decision may be appealed, by applicant(s) or parties of record, or any person aggrieved by the interpretation or approval, to the hearing examiner, within fourteen (14) calendar days after issuance of the notice of the decision or after other notice that the decision has been made and is appealable. New evidence can be introduced and new issues can be raised before the hearing examiner and the examiner shall make an independent decision based on all of the evidence in the whole record.

<b>Submittal Requirements:</b>
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The following checklist identifies information to be included with the application. **All** items must be submitted, and or addressed, before the application will be considered Technically Complete.

**1. \_\_ Completed Application Form**

The application form shall be completed and original signed in ink by the applicant.

**2. \_\_ Construction Plans (if required)**

Where improvements are required, plans for such improvements shall be provided consistent with WES 1.04. Construction plans for a preliminarily approved site plan shall not be accepted without an application for final site plan.

**3. \_\_ Proposed Final Site Plan**

**Four (4) copies** of the proposed final site plan and **one (1) reduced copy** shall be submitted. The final site plan shall be drawn to a scale of 1"=200' on a sheet no larger than 24" x 36" and it shall include the following:

- Project name;
- Legend;
- Vicinity map showing streets, access points, and utility locations on and within the immediate vicinity of the site;
- The site size, dimensions and orientation relative to north;
- The location, name, centerline and dimensions of public and private streets adjoining the site;
- Street names;
- Scale, including graphic scale, north arrow and basis of bearings;
- Identification of areas to be dedicated;
- Location of all existing and proposed structures;
- Special setbacks (if any);
- Private easements (if any);

**4. \_\_ Final Landscape Plan**

Landscaping is to be maintained in a healthy and neat manner and may be subject to periodic inspection by the city. When installation of landscaping is required by this title, to assure survivorship of new plantings, the owner shall be responsible for the monitoring, maintenance and replacement, if necessary, of new landscaping to assure 100 percent survivorship for trees and 90 percent survivorship for shrubs and ground cover. The mandatory maintenance of landscaping for a one-year period shall be assured by the developer prior to the

issuance of a certificate of occupancy by requiring one of the following options, subject to approval of the city as to legal form prior to acceptance:

- (1) The posting of a performance bond 50 percent of the estimated cost of maintenance as approved by the community development director.
- (2) The depositing with the city clerk of a certified or cashier's check for 150 percent of the estimated cost of landscaping, as approved by the community development director.
- (3) Filing with the city clerk of a copy of a service contract for maintenance of landscaping.
- (4) Such other written commitments that will assure satisfactory maintenance of landscaping.

**5. \_\_ Compliance Documentation**

Documentation showing compliance with the conditions, covenants and restrictions, notes, and/or binding agreements as required by this code, SEPA, conditions of preliminary site plan approval or other law.

**6. \_\_ Easements and Right-of-Way**

Copy of recorded public and private off-site easements and right-of-way dedications for required improvements;

**7. \_\_ Other supporting documents**

Other supporting documents required pursuant to the preliminary site plan decision.

Questions regarding any of the above may be direct to the Community Development Department, 1701 "C" Street, Washougal, WA 98671 (360) 835-8501.

**CITY OF WASHOUGAL  
FINAL SITE PLAN APPLICATION**

**Preliminary Site Plan Review Project Number:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Project Site Location:** \_\_\_\_\_

**APPLICANT:**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-mail Address

**PROPERTY OWNER (list multiple owners separately)**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**CONTACT PERSON (if different than APPLICANT)**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

**In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.**

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner) Date

SUBMIT THIS APPLICATION TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT CITY HALL,  
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.