

MASTER PLAN APPLICATION

PROCEDURES FOR PLANNING COMMISSION MASTER PLAN FOR REVIEW AND APPROVAL:

This packet provides the information and forms necessary for the Hearings Examiner to review in accordance with Washougal Municipal Code Title 18.36 Mixed Use District (MX).

A Master Plan is a comprehensive, long-range land use plan for a development project. The project may be located on a single parcel or on several contiguous parcels, which are owned by one or more parties and usually implemented in phases.

Any nonresidential development greater than one (1) acre in size with two (2) or more building pads equal to or greater than one hundred fifty thousand (150,000) square feet shall meet the requirements of the Master Planning section of Title 18.36.

Any other reviews needed for the development review process, such as conditional uses, plan amendments or zone changes may be considered at the same time as the Master Plan.

A Preapplication Conference is required for a Master Plan Application. Please note that Preapplication Conferences will also be required for Site Plan Review applications for each phase of development upon receipt of Master Plan approval.

MASTER PLAN PROCESS:

Following are the application steps, procedures and timelines for processing a Master Plan Application:

PROCEDURES:

Upon receipt of an application, the Planning and Development Department will:

Technically Complete

- Within twenty-eight (28) calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.
- Within fourteen (14) calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what information is required to make it technically complete.

The Final Decision shall be made and mailed not more than 120 calendar days after the date of technically complete determination is made. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project remissions made or requested by an applicant, in which case the timelines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the City in writing.

Notice of Application Routing for Comments

- Within fourteen (14) calendar days after the director finds an application is technically complete, the director shall schedule the proposal for public hearing before the hearing examiner and issue the Notice of Application consistent with WMC 18.94.080. The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date.

Environmental Review (SEPA)

- Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act. **The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice application.**

Hearing Notice

- Publication at least ten (10) calendar days before the date of an initial public meeting, hearing or pending action in the official newspaper of the city; and
- At least ten (10) calendar days before the date of an initial public meeting, hearing, or pending action, mailing of written notice to all property owners as shown on the records of the county assessor within 500 feet, not including street right of way, of the boundaries of the property which is the subject of the meeting or pending action, and to the applicant, property owner and engineer/consultant;
- Posting at least ten (10) calendar days before the initial meeting, hearing, or pending action, three or more notices, as determined necessary by the director, on the subject property, one in the library and one notice in City Hall.

Staff Report

- At least seven (7) calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report.

Final Notice and Order

- Within five (5) calendar days after the director receives a written final order from the hearings examiner, the director shall mail to the applicant and parties of record a copy of the order.
 - a. In the case of a final order by the examiner, the director also shall summarize how the order can be appealed to superior court consistent with section 18.94.140.B.

MASTER PLAN APPLICATION REQUIREMENTS

The following is a checklist of the required information for submitting a MASTER PLAN application. Applications will not be processed until ALL of the following information is submitted and determined technically complete.

1. APPLICATION FORM completed and signed by owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying an authorized representative to act on their behalf shall accompany the application.
2. One (1) copy of the PREAPPLICATION CONFERENCE SUMMARY, and a description of information submitted in response to any issues, comments, and concerns in the summary. Note: A Preapplication Conference is required for all Master Plan Applications.
3. Eight (8) copies of MASTER PLAN, consisting of both a CONCEPT PLAN and DEVELOPMENT PLAN – drawn to a minimum scale of 1" = 200' on a sheet no larger than 24" X 36" (one copy is acceptable if 8 1/2 x 11 inches, if to scale). (In addition, if submitting large-scale drawings, please submit one copy of each of the plans reduced).

CONCEPT PLAN – Shows the location and distribution of land uses and related facilities.
DEVELOPMENT PLAN – Deals with site-specific issues.

Full size site plan sets (larger than 8 1/2 x 11) shall be submitted folded and collated, so as to approximate and 8 1/2 x 11 sheet.

Please include the following detail:

- A. Location and distribution of land uses and related facilities.
- B. Boundaries of the site – current and potential future boundaries for the duration of the master plan.
- C. Detail of buildings and other structures,
- D. Existing mature trees and landscaping,
- E. Pedestrian and vehicle circulation system,
- F. Parking areas,
- G. All existing improvements that will remain after development of the proposed use(s),
- H. All improvements planned in conjunction with the proposed use(s),
- I. Conceptual plans for potential future use(s),

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- J. General locations of usable open space, any land proposed to be dedicated for open space,
- K. Pedestrian and transit connection between the site and public or private streets serving the development and connecting to off-site open space,
- L. Location of internal circulation (both auto and pedestrian),
- M. Location of proposed gates and fencing,
- N. Include proposed phases and probable sequence of future phases,
- O. Identify any proposed temporary uses or locations of uses during construction periods,
- P. Proposed name of project. The name must not duplicate nor resemble the name of another project in the city, and shall be approved by the Planning Commission,
- Q. Date, north point, and scale of drawing,
- R. Location of the proposed project by sections, township and range, and legal description sufficient to define the location and boundaries or other description according to the real estate records of the County Assessor,
- S. Names and addresses of the owner or owners, developer, contact, engineer or surveyor, and land planner or landscape architect,
- T. The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract; railroad right-of-way or other important features, such as section lines or corner, city boundary lines and monuments,
- U. Contour lines having the following minimum intervals:
 - One foot contour intervals for ground slopes less than 5 percent,
 - Two foot contour intervals for ground slopes from 5 to 10 percent,
 - Five foot contour intervals for ground slopes exceeding 10 percent,
- V. Location and direction of all watercourses,
- W. Natural features, such as rock outcroppings, marshes, wooded areas and isolated preservable trees,
- X. Existing uses of the property, including location of all existing structures on the property, and indication if they are to remain,
- Y. Proposed streets and their location, widths, names, approximate radii of curves, and relationship to any projected streets as shown in the comprehensive plan,
- Z. Easements. Identify location on the site or abutting property, showing the width and purpose of all existing and proposed easements.

4. Provide a WRITTEN NARRATIVE and attach EXHIBITS which demonstrate that the proposed Master Plan complies with the following criteria, or will meet the criteria by complying with suggested conditions of approval proposed by the applicant, include:

- A. Description in general terms of the use(s) and site, as well as expansion plans for the duration of the master plan.

- B. Description of present uses, affiliated uses, proposed uses and potential future uses. The description must include information about the general amount and type of functions of the use, hours of operation and approximate number of members, employees, visitors and special events. For projects, which include residential units, number of units and building heights must be indicated. Also include the percentage of each use proposed.
- C. Estimated dates of phases and interim uses of the property awaiting development,
- D. Explain how the master plan meets the architectural and building design standards identified at WMC 18.36.060 – Development Standards (see page 9 – 13).
- E. Describe and/or provide evidence describing how the proposed Master Plan meets the purpose of the Mixed-Use District described at Washougal Municipal Code 18.36.010 A-T.
- F. Explain how the master plan encourages development of a high density, active, urban environment that describe:
 - i. How the following FACILITIES are adequate to serve the proposed Master Plan:
 - a. Public and private streets and roads
 - b. Open spaces, parks and recreation
 - c. Sanitary waste collection and treatment
 - d. Fire prevention services
 - e. Potable water supply
 - f. Drainage/Stormwater control
 - g. Access to mass transit where there is or will be such transit
 - h. Schools and educational services (if residential)
 - i. Pedestrian access/amenities, particularly for students who walk to and from school
 - ii. The proposal complies with all applicable standards in the Washougal Municipal Code:

Title 16 WMC (Environmental)

Title 18 WMC (Zoning)

- 5. A separate sheet showing approximate plans of proposed sanitary and storm sewers and water lines. The plan shall show pipe sizes and the location of valves and fire hydrants.
- 6. Proof of ownership (copy of a recorded deed), or a copy of the recorded deed and a letter of authorization to act on behalf of the owner.
- 7. Two (2) copies of a conceptual engineered storm water plan and calculations, prepared in accordance with the provision of the City of Washougal Engineering Standards, to the degree necessary to demonstrate that increased stormwater runoff can be adequately treated and disposed of on-site.

8. Indication of potable water supply and sewage disposal system. If individual septic systems are proposed, one (1) copy of an APPROVED SEPTIC SYSTEM FEASIBILITY APPLICATION for each proposed lot (not including existing residence(s) if applicable). Contact Southwest Washington Health District, P.O. Box 1870, 2000 Fort Vancouver Way, Vancouver, WA 98668 (360) 695-9215. For existing systems, provide copy of original approval if possible (if applicable).
9. ENVIRONMENTAL CHECKLIST SEPA. Determination will be made during the pre-application review or technical complete review. If it is determined there are environmentally sensitive areas on your property delineation and/or assessments will be required before your application can be processed.
10. Traffic Study for proposed project, if required by WMC 18.90.
11. THE CURRENT LIST OF NAMES AND ADDRESSES of all property owners within 500 feet of the perimeter of the subject property and all contiguous property under the same ownership, as shown upon the Clark County Assessor's records. The list shall be (dated and certified) as a complete list of adjacent owners by the Assessor's office, Surveyor, or Title Company. For purposes of notification, it is necessary to include parcels within 500 feet across a right-of-way or easements from the property that is subject to the application. You must also provide this list (TYPED ON SELF-ADHESIVE LABELS) (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the applicant LEGAL DESCRIPTION of the boundary of the plat. (available from a Title Company, Surveyor, or Department of Assessment and GIS).
12. LEGAL DESCRIPTION of the boundary of the plat. (available from a Title Company, Surveyor, or Department of Assessment and GIS).
13. Existing and proposed conditions, COVENANTS OR RESTRICTITONS AND EASEMENTS that apply to the property, if any (available from the Title Company).
14. Contour Map. The site must be identified (Topography maps are available from the Department of Assessment and GIS, located in the basement of the Clark County Courthouse. Engineered contours will be accepted, if signed by a licensed engineer or surveyor).
15. One (1) full size copy of the ASSESSOR'S QUARTER SECTION MAP(s) with the site identified and all other property owned by the applicant within 1,000 feet of the proposed site.
16. One (1) copy of a ROAD MAP with site identified (available from the Department of Assessment and GIS).
17. A map showing the existing ZONING of all adjacent properties (This may be written on the assessor's quarter section map).

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18. A SEPA application fee. (See attached fee sheet)
19. A Master Plan Application fee (See attached fee sheet)

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

**CITY OF WASHOUGAL
MASTER PLAN APPLICATION**

PROJECT TITLE: _____
DESCRIPTION OF PROPOSAL: _____

APPLICANT:

Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

PROPERTY OWNER (list multiple owners separately)

Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

CONTACT PERSON (list if not same as APPLICANT) – FAX #for contact: _____

Name _____ Phone _____
Address _____ City _____ State _____ Zip _____

LOCATION OF PROJECT:

Site Address _____ **Cross Street** _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ **Zoning:** _____

Overlay Zone(s): _____ **1/4 of Sec:** _____ **Township:** _____ **Range** _____

Total Acreage of Original parcel(s): _____

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 PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL,
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.**