



Type 3 Commercial or Multi-Family Checklist

FOR CITY USE ONLY
Submitted

PROJECT NAME:

DOCUMENTS:

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| | 1. A completed Master Land Use Application.(Separate document) |
| | 2. The filing fee required pursuant to Bonney Lake Municipal Code (BLMC) Chapter 3.68. |
| | 3. 2 SETS of mailing labels that include the names and addresses of adjoining property owners within 600 feet of all sides of the subject property along with stamped No. 10 envelopes that include a return label for the city: City of Bonney Lake, P.O. Box 7380, Bonney Lake, Washington, 98391. Include a vicinity map that shows the 600 foot radius and numbered to correspond with list of mailing labels. Please provide source of mailing information and date generated. |
| | 4. Three (3) copies of a Traffic Scoping Letter and filing fee. |
| | 5. One set of the pre-application comments provided at the pre-application meeting. |
| | 6. Bonney Lake SEPA review submittal checklist and accompanying documents |

MAPS/DRAWINGS

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| | 1. Vicinity Map 8 ½ x 11 6 copies |
| | 2. Reduced Site Plan 11 x 17 30 copies |
| | 3. Site Plan General Information (provided on cover sheet) 6 copies |
| | a. North Arrow, scale of drawing, and date of drawing. |
| | b. Legal Description and parcel number(s) of the subject property. |
| | c. Site size |
| | d. Dwelling units allowed and proposed (residential only) |
| | e. Gross floor area allowed and proposed (non-residential) |
| | f. Open space/landscaping required and provided. |
| | g. Parking required and provided |
| | h. Building height allowed and proposed. |
| | 4. On-site Traffic Circulation/Pedestrian Circulation |
| | a. Fire Department access |
| | b. Stacking/queuing of vehicles |
| | c. Parking areas |
| | d. Delivery areas and location of all loading spaces |



Community Development Department

	e. Sidewalk locations
	f. Pedestrian circulation within parking lot
	g. Circulation between adjacent uses if applicable
	5. Existing and Proposed on-site conditions (shall be prepared by a registered Civil Engineer) 6 copies
	a. Show property lines and lots.
	b. All existing and proposed driveways, intersections, and lane channelization.
	c. Existing and/or proposed public or common use areas.
	d. Existing and/or proposed easements.
	e. Existing and proposed utilities (water, sewer, power, gas, etc.)
	f. Existing and proposed roadway improvements, including sidewalk curb and gutter, tapers, and street lights.
	g. Existing driveways within 200 feet of the subject site.
	h. Show all property lines adjacent to the subject site.
	i. Proposed topography including heights of proposed retaining structures and rockeries.
	j. Grading, storm drainage, and erosion control plans prepared in accordance with the 2005 Development Policies and Public Works Design Standards.
	k. Location of proposed signs (approval under separate permit)
	6. Preliminary Landscape Plan (BLMC 16.12): Must be prepared by a licensed landscape architect. 6 copies
	a. Existing vegetation to be retained.
	b. General location of proposed trees, shrubs, and ground cover.
	c. A plant schedule providing the scientific name, common name, size, and spacing of each plant.
	d. Location, square footage, percentage, and dimensions of applicable landscape areas (parking lot, perimeter landscaping, buffer landscaping)
	e. Include method of irrigation.
	7. Tree survey showing trees larger than 6" in diameter. Label size and type of tree.

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

PLEASE NOTE: In order to help work out potential problems before the formal submittal, The City of Bonney Lake shall require that the applicant attend a pre-application meeting. Please call the Planning and Community Development Department for information regarding the pre-application meetings.

I certify that I have provided all the necessary information as requested above.

Applicant Signature

Date

**If you have any questions, please contact the
Community Development Department at 253-862-8602, Ext. 356.**