



Submittal Worksheet  
**SITE PLAN REVIEW**

**WHAT IS THE PURPOSE OF THIS WORKSHEET?**

*This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.*

**DIGITAL SUBMITTAL REQUIRED**

*The City has implemented a paperless permit system for all planning permits. All required application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4344 regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.*

<b>Land Use Application:</b> The Land Use Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form.
<b>Fee:</b> \$500
<b>Project Narrative:</b> The narrative shall provide a brief description of the project.
<b>Tree Survey:</b> The tree survey shall illustrate, label, and identify the trees larger than six (6) inches in diameter as measured 4.5 feet above the ground.
<b>Photometric Plan:</b> The plan shall be drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet demonstrating that the proposed lighting does not spill onto adjacent properties. The plan shall also indicate the location and type of proposed lighting.
<p><b>Site Plan:</b> The site plan shall be drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet displaying the following:</p> <ol style="list-style-type: none"> <li>1. <b>General information:</b> Provide the following on the coversheet of the site plan: <ol style="list-style-type: none"> <li>a. North Arrow, scale of drawing, scale bar, and date of drawing.</li> <li>b. Legal Description, parcel number(s), and lot size(s) of the subject property.</li> <li>c. Dwelling units allowed and proposed (residential only).</li> <li>d. Gross floor area proposed (non-residential).</li> </ol> </li> </ol>



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- e. Open space/landscaping required and provided.
- f. Impervious Surfaces allowed and proposed.
- g. Parking required and provided.
- h. Building height allowed and proposed.
- i. The name and address of the individual responsible for laying out the site plan.

**2. Existing Conditions:**

- a. Locate and identify structures and conditions (natural and built) that exist on-site prior to development and within fifty (50) feet including such items as buildings, roads (public and private), parking areas, driveways, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems (water, sewer, power, gas, etc.), and fences.
- b. Illustrate and delineate the boundaries of all on-site or adjacent (within 100') critical areas, as defined pursuant to Title 16 Division II BLMC, which includes floodplains, streams, ponds, wetlands, unstable soils, or slopes exceeding forty percent (40%) and the corresponding buffers.
- c. Identify all property lines include dimensions, bearings, and the area in square feet of each lot.
- d. Existing contours at two (2) foot intervals.
- e. Identify adjacent existing land uses (residential, commercial, etc.), and zoning designations.
- f. Locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.

**3. Proposed Conditions:**

- a. Locate all proposed structures including height and dimensions of all buildings, decks and fences.
- b. Show dimensions from the proposed structures to property lines, distances between buildings, and main door location.
- c. Location of proposed signs (approval under separate permit).
- d. Show the location of all public or common use areas.
- e. Indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc.
- f. Identify areas reserved for future building and development phases, if known.
- g. Conceptual plans for water, sewer, stormwater drainage, and other utilities.
- h. Finished grades depicted either by contour or contour/spot elevation.



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**4. Proposed Traffic Access, Circulation and Paved Areas:**

- a. Locate and identify all roadway improvements including intersection, sidewalks, curb, gutter, tappers, lane channelization, and streetlights.
  - b. Demonstrate on-site access roads and parking lots are designed to accommodate the turning radius and maneuvering characteristics of delivery vehicles and fire apparatus.
5. Locate and identify vehicle stacking and queuing areas, driveways, parking stalls, aisles, driveways, wheel stops, curbs, provisions for handicapped parking and access ramps, pedestrian circulation, delivery areas, and all loading spaces.

**Landscape Plan:** The landscape plan shall be drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet prepared by a licensed landscape architect that identifies the following:

1. Existing vegetation to be retained. Please refer to BLMC 16.13.060
2. The general location of proposed trees, shrubs, and ground cover; and a plant schedule providing the scientific name, common name, size, and spacing of each plant. Please refer to BLMC 16.14.040 and BLMC 16.14.050 for buffering requirements and BLMC 16.14.070 for parking lot landscaping.
3. Street Tree Plant consistent with BLMC 16.14.150.
4. Method of irrigation, and the location, square footage, percentage, and dimensions of applicable landscape areas.
5. Planting details and notes.