

**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.*

FOR CITY USE	
	<input type="checkbox"/> <b>Application:</b> Provided one (1) copy of the Land Use Application.
	<input type="checkbox"/> <b>Fee:</b> Projects Exempt from SEPA - \$1,000 Projects Not Exempt from SEPA - \$5,000 (Fee does not include SEPA review)
	<input type="checkbox"/> <b>Project Narrative:</b> Provide one (1) copy of the project narrative. The narrative should provide a brief description of the project, a summary of the objectives of the proposed construction or development, including a summary of proposed land uses, and a written description of how the proposed development satisfies applicable design guidelines.
	<input type="checkbox"/> <b>CD:</b> One (1) CD that contains PDF versions of required submittal materials that is MS Windows compatible. All sheets shall be oriented so that the top of the page is always at the top of the computer monitor. Name and bookmark each plan sheet in a way so the reviewer can quickly move from sheet to sheet. <b><u>Emails and thumb drives will not be accepted.</u></b>
	<input type="checkbox"/> <b>Mailing Envelopes:</b> Provide two (2) sets of stamped No. 10 envelopes that include the names and addresses of all property owners within 300 feet of all sides of the subject property(s) along with return label for the city: City of Bonney Lake, P.O. Box 7380, Bonney Lake, WA, 98391. Include a map that shows the 300-foot radius indexed to the mailing labels. Provide source of mailing information and date generated
	<input type="checkbox"/> <b>Vicinity Map:</b> Provide (1) vicinity map extending at least 800 feet in each direction from the proposed project site, showing the surrounding street layout property lines, streams or watercourses, and other pertinent information to assist in locating the subdivision.
	<input type="checkbox"/> <b>Tree Survey:</b> Provide one (1) copy of the tree survey illustrating, labeling, and identifying the trees larger than six (6) inches in diameter as measured 4.5 feet above the ground.
	<input type="checkbox"/> <b>Photometric Plan:</b> Provide one (1) copy of the plan 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.

**Public Services Department**

9002 Main Street East, Suite 300, Bonney Lake, WA 98391

(253) 862-8602

Page 1 of 3

	<p><input type="checkbox"/> <b>Colored Building Elevations:</b> Provide one (1) copy of the site plan 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 illustrating front, rear, and side elevations with mature vegetation and building materials identification/callouts.</p>
	<p><input type="checkbox"/> <b>Site Plan:</b> Provide one (1) copy of the site plan 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> <li>e. Open space/landscaping required and provided.</li> <li>f. Impervious Surfaces allowed and proposed.</li> <li>g. Parking required and provided.</li> <li>h. Building height allowed and proposed.</li> <li>i. The name and address of the individual responsible for laying out the site plan.</li> </ol> </li> <li>2. <b>Existing Conditions:</b> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c. Identify all property lines include dimensions, bearings, and the area in square feet of each lot.</li> <li>d. Existing contours at two (2) foot intervals.</li> <li>e. Identify adjacent existing land uses (residential, commercial, etc.), and zoning designations.</li> </ol> </li> </ol>

	<p>f. Locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.</p> <p><b>3. Proposed Conditions:</b></p> <p>a. Locate all proposed structures including height and dimensions of all buildings, decks and fences.</p> <p>b. Show dimensions from the proposed structures to property lines, distances between buildings, and main door location.</p> <p>c. Location of proposed signs (approval under separate permit).</p> <p>d. Show the location of all public or common use areas.</p> <p>e. Indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc.</p> <p>f. Identify areas reserved for future building and development phases, if known.</p> <p>g. Conceptual plans for water, sewer, stormwater drainage, and other utilities.</p> <p>h. Finished grades depicted either by contour or contour/spot elevation.</p> <p><b>4. Proposed Traffic Access, Circulation and Paved Areas:</b></p> <p>a. Locate and identify all roadway improvements including intersection, sidewalks, curb, gutter, tappers, lane channelization, and streetlights.</p> <p>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.</p> <p>c. 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.</p>
	<p><input type="checkbox"/> <b>Landscape Plan:</b> Provide one (1) copy of the plan 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:</p> <p>1. Existing vegetation to be retained; 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.</p> <p>2. Method of irrigation, and the location, square footage, percentage, and dimensions of applicable landscape areas (parking lot, perimeter landscaping, buffer landscaping).</p>