

**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> \$2000 plus \$80 per lot
	<input type="checkbox"/> <b>CD:</b> One (1) CD that contains PDF versions of required submittal materials in a MS Windows compatible format. 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>Title Certificate:</b> Provide one (1) copy of the title certificate that is not more than 90 days old at the time of submittal. The title certificate must include copies of all easements, deed restrictions, and other encumbrances restricting use of the site.
	<input type="checkbox"/> <b>Closure Report:</b> Provide one (1) copy of the lot closure report that includes information on the lots, roads, and plat boundary.
	<input type="checkbox"/> <b>Project Narrative:</b> Provide one (1) copy of the project narrative that includes the following information: <ol style="list-style-type: none"> <li>1. A brief explanation of the project.</li> <li>2. A written explanation of how the project is consistent with the City's comprehensive plan.</li> <li>3. A written explanation of how the project complies the criteria established in RCW 58.17.110</li> </ol>
	<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 subdivision, 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 a 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>Preliminary Plat Documents:</b> Provide one (1) copy of the preliminary plat documents drawn on twenty-four (24) inch by thirty-six (36) inch sized paper portrait orientation with a maximum scale of one (1) inch equals fifty (50) feet displaying the following: <ol style="list-style-type: none"> <li>1. <b>General information:</b> Provide the following on the coversheet of the preliminary subdivision:               <ol style="list-style-type: none"> <li>a. North Arrow, scale of drawing, scale bar, and date of drawing.</li> <li>b. Legal Description, property area, and parcel number(s) of the subject property.</li> <li>c. Dwelling units allowed and proposed.</li> <li>d. Open space/landscaping required and provided.</li> <li>e. Proposed named of the subdivision.</li> <li>f. The name and address of the engineer, surveyor, or other 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. Illustrates and delineate the boundaries of all on-site or adjacent (within 100 feet) critical areas including floodplains, streams, ponds, wetlands, unstable soils, or slopes exceeding forty percent (40%) as defined pursuant to Title 16 Division II BLMC.</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 five (5) foot intervals.</li> <li>e. Identify adjacent existing land uses (residential, commercial, etc), and zoning designations.</li> <li>f. Locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.</li> </ol> </li> </ol>

	<p><b>3. Proposed Conditions:</b></p> <ul style="list-style-type: none"> <li>a. Show location and use of all existing buildings within the proposed subdivision indicating buildings to be removed and to remain.</li> <li>b. Show dimensions from the existing structures that will remain to proposed property lines.</li> <li>c. Provide lot layout with lot line dimensions, bearings, and the area in square feet of each lot.</li> <li>d. Identify the location, size, and use of all public areas within the proposed subdivision (e.g. open space, private recreation areas, parks, etc.).</li> <li>e. Conceptual plans for water, sewer, stormwater drainage, and other utilities.</li> <li>f. Finished grades/contours depicted at two (2) foot intervals.</li> </ul> <p><b>4. Proposed Traffic Access, Circulation and Paved Areas:</b></p> <ul style="list-style-type: none"> <li>a. Locate and identify all roadway improvements including intersection, sidewalks, curb, gutter, tappers, lane channelization, and streetlights.</li> <li>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.</li> <li>c. Identify pavement types.</li> <li>d. The location, names, and right-of-way widths of all proposed streets within the proposed subdivision and their proposed paved width.</li> </ul>
	<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> <ul style="list-style-type: none"> <li>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.</li> <li>2. Method of irrigation, and the location, square footage, percentage, and dimensions of applicable landscape areas (parking lot, perimeter landscaping, buffer landscaping).</li> </ul>