

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"/> Application: Provided one (1) copy of the Land Use Application.
	<input type="checkbox"/> Fee: \$750
	<input type="checkbox"/> Project Narrative: Provide one (1) copy of the project narrative that includes an explanation of the project.
	<input type="checkbox"/> CD: 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. <u>Emails and thumb drives will not be accepted.</u>
	<input type="checkbox"/> SEPA Checklist: Provide one (1) copy of the SEPA Checklist.
	<input type="checkbox"/> Mailing Envelopes: Provide two (2) set 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"/> Site Plan: 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: <ol style="list-style-type: none"> 1. Date and North arrow. 2. Property boundary lines, existing lots, tracts, utility or access easements and streets. 3. All natural features including topography (two-foot intervals), wetlands, steep slopes, streams, bodies of water, etc. 4. The location and ground elevation of buildings related to the action, parking areas, existing or proposed public and common use areas, landscaped areas, fences, proposed clearing, proposed grading, and other development features
	<input type="checkbox"/> Additional Studies: Provide one (1) copy of any additional environmental documents and/or special studies, if required.