

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"/> Applications: Provided one (1) copy of the Land Use Application and one (1) copy of the Joint Aquatic Resource Permit Application (JARPA).
	<input type="checkbox"/> Fee: \$3,000
	<input type="checkbox"/> Project Narrative: Provide one (1) copy of the project narrative that includes brief explanation of the project and written response explain how the project satisfy the following criteria established by BLMC 16.58.050.C: <ol style="list-style-type: none"> 1. How does the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property? 2. Explain how the hardship described above is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program, and not, for example, from deed restrictions or the applicant’s own actions. 3. How is the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment? 4. Describe how the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area. 5. Explain how the variance requested is the minimum necessary to afford relief. 6. Will the public interest suffer a substantial detrimental effect as a result of granting the variance? 7. Explain the impact if the City were to grant similar variance for other properties in the area where similar circumstances exist. The total cumulative impacts of all of the similar variance shall remain consistent with the policies of RCW 90.58.020 and the SMP and shall not produce substantial adverse effects to the shoreline environment.

	<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 page of the site plan in a way so the reviewer can quickly move from chapter to chapter. <u>Emails and thumb drives will not be accepted.</u>
	<input type="checkbox"/> Mailing Envelopes: 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"/> 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. The boundary of the parcel(s) of land upon which the development is proposed. 2. The OHWM of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline. For projects adjacent to the Lake Tapps reservoir, the OHWM shall be identified. 3. Existing and proposed land contours at two (2) foot intervals. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area. 4. The approximate location of trees over 4.5 inches in diameter as measured 4.5 feet above the ground , their size and their species. 5. The location of existing structures, driveways, access ways and easements and the proposed improvements.
	<input type="checkbox"/> Arborist Report: A report from a qualified arborist stating the size (DBH), species, and assessment of health of all identified trees located within the vegetative buffer. This requirement may be waived by the planning official if it is determined that proposed development activity will not impact significant trees within the vegetation conservation area regulated by BLMC 16.56.060.