



# MASTER DEVELOPMENT PLAN SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

- Permit Application**
- Submittal Fees:** \$26,593.00
  - Public hearing - \$3,723.00
  - Environmental Checklist Review - \$4,787.00
- Critical Areas Worksheet**
- Master Development Plan Criteria** attached attached for review. Describe how the proposed plan complies with the "Decision Criteria".
- Pre-Application Meeting Date:**  
\_\_\_\_\_ (ask for handout). A pre-application meeting with the City is required prior to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**
- Early Community Input Meeting Date(s):**  
\_\_\_\_\_.
- Copy of Early Community Input Meeting mailing labels and meeting notice** - Community input is required to include soliciting input from stakeholders, community members and any other interested parties.
- Copy of tape, video or transcription** - Tape recording, video recording, or a court reporter transcription of this meeting or meetings is required at the time of application.
- Copy of Early Community Meeting(s) attendance sheet(s).**
- Copy of written responses to meeting participant's comments** - The applicant shall provide an explanation of the comments of these entities to the City regarding the incorporation (or not) of these comments into the design and development of the proposal.
- Neighborhood Meeting Report Date:**  
\_\_\_\_\_ (ask for handout). A summary of the neighborhood meeting.
- Environmental Checklist – three (3) copies** required. The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.
- Survey Map** - (reference datum, control points, NAD 83/91, and NAVD 1988).
- Site Plan**
  - Location, identification, dimensions of recently demolished buildings
  - Building set back distances for front, rear, side and rear property lines
  - Type, location and dimensions of existing and proposed vehicular and bicycle parking spaces including associated walkways and location of surface and structured parking facilities
  - Location of storage and garbage and recycle collection
  - Tree/vegetation protection
  - Identification of cultural, historic and/or archaeological resources on the site, if any
  - Location and dimensions of buffers between on-site uses
- Civil Plan**
  - Show all proposed civil work onsite and in the right-of-way
  - Refer to the Record Drawings requirements that follow to ensure all necessary information is included.
    - Reference datum and control points
    - City of Shoreline standard notes
    - Soils: Quantity of cut and fill. Quantity of export and import
    - Clearing and work limits

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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- Expected stockpile locations
  - Drainage design
  - Location and size of all utilities (existing and proposed) from the point of connection to the site
  - Underground power
- Base Map for Site Plan and Civil Plan** - Provide the following on both site and civil plans:
- Call Before You Dig 1 (800) 424-5555
  - Project Name, address
  - Name, address and telephone number of the person who prepared the site plan and a drafting date
  - Engineering scale and north arrow
  - Structure on adjacent lots within 50' of the site
  - Property lines and dimensions (existing and proposed)
  - Easements (existing and proposed)
  - Location of all critical areas and buffers (if applicable) on or adjacent to the site, including proposed field marking.
  - Trees to be removed and retained
  - Existing rights-of-way, including alleys
  - Street names
  - Location, identification, dimensions of existing and proposed buildings and structures. Include projections, roof overhangs, covered breezeways and uses
  - Location of rockeries and retaining walls (existing and proposed)
  - Location of fences (existing and proposed)
  - Driveways, internal roads, pedestrian facilities, bike facilities, and site distance for all entries onto streets (existing and proposed)
  - Contours (existing and proposed): 2' spacing onsite and 5' spacing for 100' from property lines and on slopes over 15%
  - Open space inventory (existing and proposed)
- Vicinity map** - Identifies surrounding uses and zoning within 500' of the site boundary.
- Traffic impact study** - Prepared by a licensed engineer that describes traffic impacts associated with each phase of development and at full build-out of the project, and a plan for accommodating this traffic. The specific content of the traffic impact study shall be determined by the City's Traffic Engineer.
- Parking impact study** - Describing the parking demand associated with each phase of the development and at full build-out of the project,

and a mitigation plan for accommodating parking demand on the site.

- Master Drainage Plan** - in accordance with the *Department of Ecology Stormwater Management Manual for Western Washington*.
- Critical Area Reports** - May include wetland or stream delineation, buffer determinations, functional assessments and associated mitigation measures; wildlife habitat surveys; geotechnical evaluations; and any other special reports or surveys required by the Director.
- Master Development Plan narrative:**
- Description of the mix of uses, including number of units and/or total gross square feet devoted to each, and approximate location on the site.
  - Phasing Plan for implementation of the proposed development and mitigation.
- Design standards** - That will govern the orientation and design of buildings and other improvements including but are not limited to the following:
- Buildings, fences, walls and other structures.
  - Landscaping.
  - Signs.
  - Lighting.
- Certificate of Sewer Availability**
- Ronald Wastewater (deferred to permit review)
  - The Highlands (206) 362-2100
- Fire Flow Availability** - Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.
- City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.
  - North City Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.
  - The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.
- Notice Materials**
- Provide required notice materials consisting of:

- **Two (2) sets** of mailing labels for all property owners within 1000' of any boundary of the subject property.
- A copy of the mailing label list.
- A copy of the Assessor's map with the 1000 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit

intake/Neighborhood Meeting for a fee of \$199.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

Fees effective 1/2019

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)