

# SITE PLAN/ USE CHECKLIST

## Planning and Land Use

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The Site Plan process is used to verify compliance with Edgewood Municipal Code [\(EMC\) Title 18](#).

- Site Plan permit applications must include a completed [Site Plan Application](#)
- Use Permit applications, whether Conditional (CUP), Administrative (AUP), or Temporary (TUP); must include a completed [Land Use Application](#)
- Submit the Site Plan/ Use Checklist distributed by City staff at the pre-application, if applicable.

A Traffic Concurrency Reservation Certificate (CRC) must be processed as a separate application prior to submitting a Site Plan/ Use application, per [EMC 18.105](#), if required. The resulting CRC shall be submitted with the Site Plan/ Use application (item #17).

Upload PDF copies of the drawings, reports, and documents to the City's Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all supporting documents in PDF format on a USB Drive.

**Each Site Plan application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. For non-complex proposals, as determined by City staff during the pre-application, similar pages may be combined if the resulting drawing is clearly legible and contains all necessary content information. All documents submitted under this section shall contain the name of the project and the name and address of the applicant. If an item is not provided, the applicant shall specify the reason for omission at the end of this document. Failure to follow these guidelines will result in an incomplete application.**

Pre-App

City  
Verified

<input type="checkbox"/>	1	Cover Sheet	<input type="checkbox"/>
<input type="checkbox"/>	2	Existing Conditions Survey	<input type="checkbox"/>
<input type="checkbox"/>	3	General Site Layout Drawing	<input type="checkbox"/>
<input type="checkbox"/>	4	Building Location and Orientation	<input type="checkbox"/>
<input type="checkbox"/>	5	Building Elevations	<input type="checkbox"/>
<input type="checkbox"/>	6	Landscape/Streetscape Plan	<input type="checkbox"/>
<input type="checkbox"/>	7	Significant Tree Retention Plan	<input type="checkbox"/>
<input type="checkbox"/>	8	Grading Plan	<input type="checkbox"/>
<input type="checkbox"/>	9	Preliminary Water/Sewer Installation Plan	<input type="checkbox"/>
<input type="checkbox"/>	10	Parking/loading Plan (includes both Vehicle and Pedestrian Circulation)	<input type="checkbox"/>
<input type="checkbox"/>	11	Photometric Plan	<input type="checkbox"/>
<input type="checkbox"/>	12	Master Sign Plan	<input type="checkbox"/>
<input type="checkbox"/>	13	Critical Areas Report(s)	<input type="checkbox"/>
<input type="checkbox"/>	14	Demolition Plan	<input type="checkbox"/>
<input type="checkbox"/>	15	Phasing Plan	<input type="checkbox"/>
<input type="checkbox"/>	16	State Environmental Policy Act (SEPA) Checklist	<input type="checkbox"/>
<input type="checkbox"/>	17	Traffic Concurrency Reservation Certificate (CRC)	<input type="checkbox"/>
<input type="checkbox"/>	18	Traffic Impact Analysis	<input type="checkbox"/>
<input type="checkbox"/>	19	Title Report (< 30 days old)	<input type="checkbox"/>
<input type="checkbox"/>	20	Documentation of all easements	<input type="checkbox"/>
<input type="checkbox"/>	21	Sewage Disposal Method	<input type="checkbox"/>
<input type="checkbox"/>	22	Certificate/ Letter of Water Availability	<input type="checkbox"/>
<input type="checkbox"/>	23	Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with EMC.	<input type="checkbox"/>

## **Preparation of a Site Plan application**

The Site Plan application shall be prepared in accordance with the following requirements:

### **1. Cover Sheet:**

- a. Index of drawings;
- b. Project description with complete legal description of the property including parcel ID numbers;
- c. Location map to scale;
- d. Summary chart including, but not limited to: total acreage or square footage of land area; each proposed structure; each proposed use; zoning district; setbacks; lot coverage (total roof area of all buildings); Area of effective impervious surface and other hard surfaces (may include pervious pavement); Building area (gross square footage); Building height (feet and inches); number of stories and FAR for each structure; Number of dwelling units and number of bedrooms (if multifamily). residential density; Total Parking Counts: Required and provided (include accessible spaces and bicycle parking).

### **2. Existing Conditions Survey:**

- a. Seal, signature, and contact information of plan preparer;
- b. North arrow, key and scale;
- c. Topography on the site and within 50' of the site at two-foot contour intervals, referenced to a USGS benchmark;
- d. Existing improvements within 75 feet of the subject property;
- e. Street and road names for all public rights-of-way or private roads, and existing on-site and off-site driveways located within one hundred (100) feet of property boundaries;
- f. Location of any soil borings or seepage tests, existing water features, unique soil conditions or other environmental data;
- g. Existing utilities including water mains, sanitary sewer mains, and storm sewer, cable, electric, gas, and telephone—include easements;
- h. Location of all existing structures on subject parcel;
- i. Any recorded easements or deed restrictions.

### **3. General Site Layout Drawing:**

- a. Proposed lot lines, building lines, structures and other improvements within 50' of the site.
- b. Existing Zoning of the property and zoning of all adjacent properties.
- c. The following dimensions must be labeled: Distance between buildings, front, side, and rear setbacks and floor area.
- d. Extent of any outdoor sales or display areas or service areas
- e. Written scale, graphic scale, legend, and north arrow
- f. Location of storage area(s) for hazardous substances, including any underground storage tanks.
- g. Show and describe on the site plan anything that generates objectionable smoke, fumes, noise, odor, dust, glare, vibration or heat.
- h. Proposed development is compatible with surrounding properties in accordance with EMC Subsection 18.95.030.A.

### **4. Building Location and Orientation:**

- a. In accordance with all implementing measures under EMC Subsection 18.95.030.B.
- b. Building locations, sizes, and dimensions.
- c. Distance(s) between buildings on the same lot.
- d. Building lines and setbacks.
- e. Open space and common areas provided in accordance with EMC Subsection 18.95.030.F.

**5. Building Elevations:**

- a. Building design shall conform to EMC Section 18.95.040.
- b. An elevation of all four sides of the building including materials, colors, and dimensions at an architectural scale of 1"=20'.
- c. Cross section design details of any screening walls, fences, trash receptacles, mechanical equipment, etc.
- d. Service areas and outdoor storage areas shall comply with EMC Subsection 18.95.030.I.

**6. Landscape/Streetscape Plan:**

- a. Landscaping shall be provided in locations and quantities pursuant to the standards in EMC [18.80.080\(H\)](#).
- b. A site landscape design concept shall be developed in accordance with EMC Subsection 18.95.030.H.
- c. Natural features including tree masses and anticipated tree loss
- d. Floodplains, drainage ways, and creeks
- e. Screening walls and fences (include height and type of construction);
- f. Retaining walls and headlight or service area screens (include height & construction type);
- g. Existing and preserved trees including location, size, and species;
- h. Landscaping materials including location and size;
- i. Proposed plant materials; and
- j. Irrigation plan (*may be provided as a separate page*)
- k. An unobstructed 5-foot wide pedestrian walkway shall be maintained
- l. No large item display areas in the front yard area may be allowed along the sidewalk edge
- m. Commercial and mixed use development should provide at least two pedestrian amenities near the sidewalk, as identified in EMC Subsection 18.95.030.C.2.
- n. Residential development should provide interest along the streetscape.

7. **Tree Preservation Plan:** Proposed significant tree preservation plan in accordance with [EMC 18.90.180](#).

**8. Grading and Conceptual Drainage Plan:**

- a. Proposed excavation and/or filling of property; proposed contour changes
- b. Any proposed filling, draining, cutting, dredging, grading, clearing, or other alterations that are proposed for wetlands
- c. Preliminary Stormwater Plans

9. **Preliminary Water/Sewer Plans:** Conceptual analysis for water and sewer connections.

**10. Parking/Loading Plan (including both vehicle and pedestrian circulation):**

- a. Parking lot design shall comply with EMC 18.95.030.E.
- b. Pedestrian connections shall comply with EMC 18.95.030.G.
- c. Location of proposed parking and parking layout (include accessible spaces and bicycle parking);
- d. Dimensions of all drive lanes and traffic flow arrows.
- e. Loading and unloading areas as well as any proposed stacking lanes for drive through uses, which shall be provided in accordance with EMC 18.95.030.K.
- f. The location, surface width and right-of-way width of streets, railways, drives, alleys, easements, curb cut/apron, acceleration and deceleration lanes, pedestrian walkways and loading areas on and adjacent to site. Indicate any paved areas that will be replaced.
- g. Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements
- h. Designation of fire lanes and truck routes
- i. Cross section details of proposed roads, driveways, parking lots, sidewalks, and nonmotorized paths illustrating materials and thickness

11. **Photometric Plan:** Proposed site lighting in accordance with EMC 18.95.030.J.
12. **Master Sign Plan: Proposed in accordance with EMC 18.97.270.**
13. **Critical Areas Report(s):** If critical areas are present on the site, please submit any relevant reports completed by a specialist (wetland, geotechnical, flood, etc.), in accordance with [EMC Title 14](#).
14. **Demolition Plan:**
  - a. The location, building type and size of all structures to be demolished; indicate if foundation shall be retained and for what purpose.
  - b. Indicate any underground facilities or utilities and/or pavement that will be removed during construction.
15. **Phasing Plan:** Where phased construction is proposed, clearly delineate phases and timetable.
16. **State Environmental Policy Act (SEPA) Checklist:**
  - a. This form can be found on the City's website. It contains list of questions regarding the proposed project's environmental impacts.
  - b. Fully respond to all questions, and attach any additional information that will supplement the description of the proposal.
17. **Traffic Concurrency Reservation Certificate (CRC):** must be processed as a separate application prior to submitting a Site Plan/ Use application
18. **Traffic Impact Analysis (TIA):** Evaluation of existing or future transportation infrastructure to serve a proposed development. Analysis is performed by a professional planner or engineer.
19. **Title Report (less than 30 days old):** Containing information about the ownership and title of the properties, as well as tax information, sometimes also called a subdivision guarantee. Can be obtained from a title company.
20. **Documentation of all Easements:** Recorded easement information may be included in the title report as hyperlinks to Pierce County records. If it is not, please provide separate document(s) detailing all easements that exist on the properties.
21. **Sewage Disposal Method:** Septic approval from Tacoma-Pierce County Health Department or letter of sewer availability from the appropriate service provider.
22. **Water Availability:** A letter from the appropriate service provider indicating that water service is available for the proposed site.

**Applicant shall provide a written description for the reason any item is not provided.**

Item	Reason for Omission
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