



# GENERAL LAND USE APPLICATION

ATTACHMENT 4

OFFICIAL USE ONLY

Case #: \_\_\_\_\_  
Received By: P.Smith

Master File #: 16-9092  
Project Planner: P.Smith

Date: November 9, 2016  
Related Cases: 03-0030 and  
08-0134

One or more of the following **Supplements** must be attached to this **General Land Use Application**:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Adjacent Property Owner List           | <input type="checkbox"/> Large Lot Subdivision                     |
| <input type="checkbox"/> Annexation Notice of Intent                       | <input type="checkbox"/> Parking Variance                          |
| <input type="checkbox"/> Annexation Petition (with BRB Form)               | <input type="checkbox"/> Preliminary Long Plat                     |
| <input type="checkbox"/> Binding Site Plan                                 | <input type="checkbox"/> Preliminary PRD                           |
| <input type="checkbox"/> Boundary Line Adjustment (Lot Consolidation)      | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input type="checkbox"/> Conditional Use Permit                            | <input type="checkbox"/> SEPA Checklist                            |
| <input checked="" type="checkbox"/> Design Review – Concept (Major)        | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input checked="" type="checkbox"/> Design Review – Detail                 | <input type="checkbox"/> Short Plat                                |
| <input type="checkbox"/> Environmental Review (Critical Area)              | <input type="checkbox"/> Tree Plan                                 |
| <input type="checkbox"/> Final Long Plat                                   | <input type="checkbox"/> Variance or Unusual Use (Zoning)          |
| <input type="checkbox"/> Final PRD   | <input type="checkbox"/> Other _____                               |
| <input checked="" type="checkbox"/> Land Use Review (Site Plan) Supplement | _____  |

Project Name: Briggs Village North

Project Address: 4255 Maple Street. SE 4205 Briggs Drive SE

Applicant: BCRA (Kathryn Jerkovich)

Mailing Address: 2106 Pacific Ave, Suite 300; Tacoma, WA 98402

Phone Number(s): 253-627-4367

E-mail Address: kjerkovich@bcradesign.com

Owner (if other than applicant): Briggs Village LLC

Mailing Address: 4500 E Thousand Oaks Blvd., West Lake Village, CA 91362

Phone Number(s): \_\_\_\_\_

Other Authorized Representative (if any): BCRA (Kathryn Jerkovich)

Mailing Address: 2106 Pacific Ave, Suite 300; Tacoma, WA 98402

Phone Number(s): 253-627-4367

E-mail Address: kjerkovich@bcradesign.com

Project Description: 5 multi-family buildings totaling 72 units and approximately

Size of Project Site: 2.90 acres

Assessor Tax Parcel Number(s): 37030009200

Section : 36 Township: 18N Range: 2W

Full Legal Description of Subject Property (attached ):

NW Plat Briggs Village West North Residential PH One Lt 92 Document 3858055

Zoning: UV

Shoreline Designation (if applicable): N/A

Special Areas on or near Site (show areas on site plan):

- |   |  |
|---|--|
| <input type="checkbox"/> Creek or Stream (name): _____  |  |
| <input type="checkbox"/> Lake or Pond (name): _____     |  |
| <input type="checkbox"/> Swamp/Bog/Wetland              | <input type="checkbox"/> Historic Site or Structure            |
| <input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine | <input type="checkbox"/> Flood Hazard Area (show on site plan) |
| <input type="checkbox"/> Scenic Vistas                  | <input type="checkbox"/> None                                  |

Water Supply (name of utility if applicable): City of Olympia

Existing: None

Proposed: City of Olympia

Sewage Disposal (name of utility if applicable): City of Olympia

Existing: None

Proposed: City of Olympia

Access (name of street(s) from which access will be gained): Briggs Street, Maple Street, and Magnolia Drive

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature

Date

\_\_\_\_\_ I understand that for the type of application submitted, the applicant is required to pay actual Hearing Examiner  
Initials costs, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

***Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.***

Each complete **General Land Use Application** shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with typed and title-company certified list of property owners of record within 300 feet of the project site. (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)



# LAND USE REVIEW (SITE PLAN) SUPPLEMENT

**OFFICIAL USE ONLY**

Case #: \_\_\_\_\_  
 Received By: P.Smith

Master File #: 16-9092  
 Project Planner: P.Smith

Date: November 9, 2016  
 Related Cases: 03-0030 and 08-0134

Project Name: Briggs Village North

Project Address: 4255 Maple St. SE      4205 Briggs Drive SE

Name of Applicant: BCRA (Kathryn Jerkovich)

	EXISTING	TO BE ADDED	TOTAL
Parcel Area	126,251 sq. ft.	0 sq. ft.	126,251 sq. ft.
Number of Lots	1	0	1
IBC Building Type	N/A	V-B	
Occupancy Type	N/A	R-2	
Number of Buildings	N/A	5	5
Height	N/A ft.	34'-7" ft.	34'-7" ft.
Number of Stories (including basement)	N/A	3	3
Basement	N/A sq. ft.	N/A sq. ft.	N/A sq. ft.
Ground Floor Total All Buildings	N/A sq. ft.	21,076 sq. ft.	21,076 sq. ft.
Second Floor Total All Buildings	N/A sq. ft.	21,374 sq. ft.	21,374 sq. ft.
Total All Buildings Remaining Floors (number <u>1</u> )	N/A sq. ft.	21,374 sq. ft.	21,374 sq. ft.
Total All Buildings Gross Floor Area of Building	N/A sq. ft.	63,824 sq. ft.	63,824 sq. ft.
Landscape Area	N/A sq. ft.	48,369 sq. ft.	48,369 sq. ft.
Paved Parking	N/A sq. ft.	42,724 sq. ft.	42,724 sq. ft.
Number of Parking Spaces	0	115	115
Total Impervious Area	0 sq. ft.	77,882 sq. ft.	77,882 sq. ft.
Sewer (circle one)	City / Septic	<input checked="" type="radio"/> City <input type="radio"/> Septic	
Water (circle one)	City / Well	<input checked="" type="radio"/> City <input type="radio"/> Well	

PROJECT DESCRIPTION (please fill out the above table and provide a separate detailed description):

Each request for **Land Use Review** shall accompany a **General Land Use Application** and include:

1. Site plans, including all information required below which can be illustrated on such a plan. All other required information shall be submitted in narrative or other form. (Submit one plan 11" x 17" or smaller, or 12 folded blueprint plans and one reduced plan 11" x 17" or smaller.)
2. Locations, sizes, and uses for existing structures and proposed structures.
3. Proposed internal circulation plan drawn to a scale, illustrating new and existing access points to streets, the size and location of all driveways, streets and roads, with widths and outside turning radii.
4. Parking area layout, including dimensions of the spaces and back-up aisles, barrier-free parking stalls, and loading areas; including location, form, and the number of bicycle parking facilities.
5. Layout in relation to existing and proposed street frontage improvements, such as curbs, sidewalks, trees, and nearby driveways both on-site and off-site.
6. Form and site plan of existing and proposed overhead and underground private and public utilities both on and abutting the site, including hydrant locations, waterlines, sewer and storm lines, streetlights, wells, septic tanks and drainfields.
7. Proposed locations of fire hydrants and fire department connections (FDCs).
8. Proposed locations and types of solid waste and recycling receptacles.
9. Stormwater Site Plan, including a clearing, grading and erosion control plan. (See Chapter 3 of the [Olympia Stormwater Manual](#).)
10. Existing and proposed contour lines at two foot-intervals.
11. Site plan of existing and proposed.
12. Location of special areas such as wetlands, streams, hillsides, and lakes.
13. Conceptual landscape plan showing areas to be landscaped, existing trees to remain and to be removed and total square footage of landscaped areas.
14. Proposed locations of light standards, and any utility boxes exceeding a height of thirty inches (30") or a volume of twenty (20) cubic feet.
15. Tree Plan Report.
16. If the project exceeds fifty (50) housing units or eight thousand (8,000) square feet of new commercial building area, a Traffic Generation and Distribution Report identifying projected daily and peak hour traffic generation to and from the project, and distribution of those trips on the public street network. (See the [Olympia Traffic Impact Analysis Guidelines](#).)
17. WATER, SANITARY SEWER, STORM SEWER, STREET, LIGHTING, SOLID WASTE AND SIGNALS Plans, each including:
  - Legend (APWA Standard Symbols or approved alternatives).
  - North arrow, with current City of Olympia meridian.
  - Scale bar.
  - Current City of Olympia datum – benchmark #, elevation (SML), and location.
  - Title block.
  - Engineer's/Land Surveyor's stamp, signed and dated.
  - Plans submitted on 22" x 34", 24" x 36" sheet size.
  - Rights-of-way dimensions and rights-of-way lines labeled.
  - Edge of pavement, width, and pavement type.
  - Adjacent property lines and addresses.
  - Easements – existing, proposed, type, and dimensioning (if applicable).
  - Street names with quadrant suffix.
  - Scale (horizontal and vertical).

18. SANITARY SEWER / SEWER MAIN Plan to include:
  - Plan View with rim and invert grades shown at each existing and proposed manhole, size of pipe, Sewer laterals, STEP System and appurtenances, and force main and appurtenances.
  - Profile View.
19. WATER (Main) Plan to include:
  - Plan View with fire hydrants, tees, crosses, elbows, adapters, meter, and valves, size of water main, any FDC location, any fire main underground, building fire flow requirements and any double-check detector check location.
  - Profile View.
20. STORM SEWER Facilities Plan to include:
  - Plan View with all elements identified at scoping meeting, and proposed manhole/catch basin Manholes/catch basin rim and invert elevation, Size of pipe, If applicable, outlet control details(s) with elevations, pond dimensions with elevation, Treatment facility, Retention/Detention facilities.
  - Profile View.
21. STREET Improvement Plan to include:
  - Plan View including identification of property lines and addresses; spot elevations on curb returns (PC, PT,  $\Delta/2$ ); PI, PC, PT; stationing of horizontal curves; curve information delta, radius, and length for all curves; typical roadway sections and pavement types; sidewalks; driveway entrances; width; curb access ramps – or City standard plan; existing transit stops and shelters; frontage improvements; and any fire lanes.
  - Profile View.
22. SOLID WASTE Collection Plan including:
  - Identify dumpster site location on street and site plans.
  - Show dumpster type and size.
  - Containers.
  - Compactors.
  - Drop Boxes.
  - Easy entrance and exit for collection vehicle and crews.
  - Minimum turning radius of thirty-nine feet (39') for turnaround and positioning for backing up.
  - Minimum access width of ten feet (10').
23. TRAFFIC SIGNALS plan including:
  - Signal Drawing Sheet with
  - Loops.
  - Traffic signal poles.
  - Streetlight poles (if applicable).
  - Pedestrian head signal poles (if applicable).
  - Junction boxes.
  - Conduit runs.
  - Electrical service cabinet.
  - Power source.
  - Controller cabinet.
24. ILLUMINATION or Street Lighting Plan including:
  - J-Boxes.
  - Conduit runs.
  - Streetlight pole location and type.
  - Power Source



# DESIGN REVIEW APPLICATION - CONCEPT

## OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: 16-9092 Date: November 9, 2016  
Received By: P.Smith Project Planner: P.Smith Related Cases: 03-0030 and  
08-0134

Project Name: Briggs Village Apartments - North

Site Address: 4255 Maple street Se Olympia, WA 985001 4205 Briggs Drive SE

Applicant Name: Kathryn Jerkovich

Phone Number: (253) 627-4367

E-Mail Address: kjerkovich@bcradesign.com

Description of Project: The project consists of 72 apartment units consisting of (5) 3-story apartment buildings on site, (4) containing 4 units per floor and (1) containing 8 per floor.

### Minimum Submittal Requirements:

1. General Land Use Application
2. Title-company certified list of mailing addresses of owners of real property within 300 feet of the project site
3. Two (2) full-size sets of plans and one reduced 11" X 17" set of each of the following plans:
4. Context Plan including plan and elevation views in relation to surrounding properties illustrating:
  - Footprint(s) of proposed and existing buildings, including those within 100' of the project site on the same side of the street.
  - Scaled elevations of proposed and existing buildings, including those within 100' of the project site on the same side of the street.
5. Preliminary Site Plan illustrating:
  - Property lines with distances.
  - Adjacent public rights-of-way.
  - Existing and proposed grades at 2-foot contour intervals.
  - Existing and proposed site features, including stormwater facilities.
  - Existing and proposed building footprint(s) with dimensioned setbacks from property lines.
  - Clearly delineated and labeled landscape and hardscape areas.
6. Preliminary Landscape Plan illustrating:
  - Location of existing (to remain) and proposed plants.
  - Type of existing and proposed plants (i.e., groundcover, shrub, tree).
  - Graphic depiction of the size of proposed tree canopies at maturity on plan.
  - Clearly delineated and labeled landscape, hardscape, and building areas.
7. Preliminary Building Elevations (fully scale and dimension each elevation) illustrating:
  - Building elevations of all sides of the building(s) labeled as north, south, east or west elevation.
  - Location of building doors and windows.
  - Indicate finished floor elevations and location of exterior steps and stairways.
  - Area(s) on building where signs will be installed.



# DESIGN REVIEW APPLICATION - DETAIL

*Application May precede or accompany a building permit application.*

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Received By: **P.Smith** Project Planner: **P.Smith** Related Cases: **03-0030 and 08-0134**

Project Name: **Briggs Village Apartments - North**  
Site Address: **4255 Maple street Se Olympia, WA 985001** **4205 Briggs Drive SE**  
Applicant Name: **Kathryn Jerkovich**  
Phone No.: **(253) 627-4367**  
E-Mail Address: **kjerkovich@bcradesign.com**  
Description of Project **The project consists of 72 apartment units consisting of (5) 3-story apartment buildings**

### Minimum Submittal Requirements:

1. General Land Use Application
2. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one square mile, and not more than forty square miles.
3. Two (2) full-sized (24"X36") and one reduced (11"X17") set of each of the following plans:
4. Detailed Site Plan, illustrating:
  - o Property lines with distances.
  - o Adjacent public rights-of-way.
  - o Existing and proposed grades at 2-foot contour intervals.
  - o Existing and proposed site features.
  - o Existing and proposed building footprint(s) with dimensioned setbacks from property lines.
  - o Clearly delineated and labeled landscape and hardscape areas.
  - o Location of above-ground mechanical/utility equipment and how it will be screened.
  - o Solid waste collection location and enclosure/screening.
  - o Existing or proposed retaining walls or fences with spot elevations at top and bottom.
  - o Plan notes indicating types of hardscape material.
  - o Light post locations.
  - o Location of all other site features including: pedestrian amenities, bicycle racks, and lockers, bus stop, monument or free-standing signs, mail kiosks, and etc.
5. Detailed Landscape Plan, illustrating:
  - o Location of existing (to remain) and proposed plants.
  - o Type of existing and proposed plants (i.e., groundcover, shrub, tree).
  - o Graphic depiction of the size of proposed tree canopies at maturity on plan.
  - o Clearly delineated and labeled landscape, hardscape, and building areas.
  - o All features included on the detailed site plan.
  - o Location and spacing of proposed plantings.
  - o Common and botanical names of each species.
  - o Container or caliper size of plants at installation.
  - o Quantities of plant material by species and size at installation.

6. Detailed Building Elevations (fully scale and dimension each elevation), illustrating:
  - Building elevations of all sides of the building(s) labeled as north, south, east or west elevation.
  - Location of building doors and windows.
  - Proposed building and roof materials.
  - Indicate finished floor elevations and location of exterior steps and stairways.
  - Area(s) on building where signs will be installed.
  - Color rendering of any building elevation visible from a public right-of-way.
  - Exterior building details, including all materials and colors.
  - Window details, including materials and colors of framing and glazing materials.
  - Door details, including materials and colors.
  - Roof details, including materials and colors.
  - Finished floor elevation(s).
  - Location of exterior light fixture(s).
  - Location and type of major sign(s).
  
7. Detail Sheet (fully dimension and scale each detail):
  - Detail of hardscape material (i.e. size, type, and color of pavers, etc.)
  - Exterior light fixture detail or cut sheet.
  - Solid waste collection enclosure/screen detail.
  - Each type of pedestrian amenity.
  
8. Colors and Materials Board (attach sample of each):
  - Building and roof materials.
  - Building trim colors.
  - Window materials.
  - Colors of major signs.
  - Recreation areas including any proposed equipment or swimming pools.
  - Mail kiosks (if any)