



# GENERAL LAND USE APPLICATION

CPD RECEIVED 5/4/18

### OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received By: \_\_\_\_\_ Related Cases: \_\_\_\_\_ Project Planner: \_\_\_\_\_

One or more of the following **Supplements** must be attached to this **General Land Use Application** and submitted **electronically with the 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                        | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input checked="" type="checkbox"/> Conditional Use Permit               | <input checked="" type="checkbox"/> SEPA Checklist                 |
| <input checked="" type="checkbox"/> Design Review – Concept (Major)      | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input type="checkbox"/> Design Review – Detail                          | <input type="checkbox"/> Short Plat                                |
| <input checked="" type="checkbox"/> Environmental Review (Critical Area) | <input checked="" type="checkbox"/> Soil and Vegetation 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 type="checkbox"/> Land Use Review (Site Plan) Supplement          | _____  |

Project Name: South Puget Sound Community College Health and Wellness Center

Project Address: 2011 Mottman Road SW, Olympia, WA 98512

Applicant: Director of Capital Facilities

Mailing Address: 2011 Mottman Road SW, Olympia, WA 98512

Phone Number(s): 360.596.5227

E-mail Address: \_\_\_\_\_

Owner (if other than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Other Authorized Representative (if any) James Hill, RA, KMB Architects

Mailing Address: 906 Columbia Street SW., Suite 400, Olympia, WA 98501

Phone Number(s): 360.352.8883

E-mail Address: jameshill@kmb-architects.com

Project Description: The applicant is proposing a renovation of Bldg. 31. The renovation will improve the existing locker and classrooms and provide a new 19,000 sq. ft. addition with a main core spin that will provide communal space

Size of Project Site: 19,000 square feet

Assessor Tax Parcel Number(s): 12828110500

Section : 27/28

Township: 18

Range: 2W

Full Legal Description of Subject Property (attached ):

Quarter NE / NW LYING WLY OF THE C/L OF PERCIVAL CREEK AND LYING ELY OF A LINE DESCRIBED

AS: BAP ON THE N LINE OF SD SUBDIVISION 88-33-37E 800FT FROM NW COR,

Zoning: R 4-8

Shoreline Designation (if applicable): N/A

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

Creek or Stream (name): Percival Creek

Lake or Pond (name): \_\_\_\_\_

Swamp/Bog/Wetland

Historic Site or Structure

Steep Slopes/Draw/Gully/Ravine

Flood Hazard Area (show on site plan)

Scenic Vistas

None

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

Existing: City of Olympia

Proposed: City of Olympia

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

Existing: City of Olympia

Proposed: City of Olympia

Access (name of street(s) from which access will be gained): Mottman Road, 29th Ave. SW, and Crosby Boulevard

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 05.02.18

\_\_\_\_\_ 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 may be 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.*



# GENERAL LAND USE APPLICATION

## SUBMITTAL REQUIREMENTS

### REQUIRED FOR EVERY LAND USE APPLICATION AND SUPPLEMENTAL APPLICATION(S)

Provide the following:

- All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (Memory stick, USB drive, etc.), and
- 2 complete full size hard copy sets of all required materials, reports, and documents
- 2 full size plan sets with 1 reduced size of all required plans (unless otherwise stated)
- Original signed application(s), accompanied by a scanned electronically submitted copy.
- All applicable fees are due at time of submittal.

The 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 a title-company certified list of property owners of record within 300 feet of the project site. (list requirements below). (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding SEPA 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.)

If your project requires a certified property owner list to be submitted:

1. Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department to provide you with a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and possibly additional properties depending on the location of your project.
2. The list of property owners shall be certified by a title company. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
3. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property:
  - Property owner's complete mailing address
  - Property complete mailing address. (Situs Address)
  - Tax parcel number(s) for each property
4. The cover sheet and list shall be submitted to the city in electronic format and hard copy.

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USB Drive File Format-

Electronic Files provided on a USB Drive shall have:

- Each plan set, applications and reports required shall be listed individually on the USB Drive
- Document name examples to be used are referenced below:
  - Site Plan, Landscape Plan, Wetland Report, Wetland Survey, Soil and Vegetation Plan, Stormwater Site Plan, Drainage and Erosion Control Plan, Grading Plan, Architectural Plan Set, Civil Plan Set, Geotech Report, Integrated Pest Management Plan, Traffic Impact Analysis, Hydro-geological Report , Certified Property Owners List, Preliminary Plat Map...etc.)

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



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Keith Stahley, Director,  
Community Planning and Development

12/1/2016

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Date



# LAND USE REVIEW (SITE PLAN) SUPPLEMENT

## OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Related Cases: \_\_\_\_\_ Project Planner: \_\_\_\_\_

Project Name: 2018-111A SPSOC HEALTH & WELLNESS CENTER  
 Project Address: 2011 WOTTMAN ROAD SW, OLYMPIA WA. 98512  
 Name of Applicant: JAMES HILL

	EXISTING	TO BE ADDED	TOTAL
Parcel Area	3767504 sq. ft.	∅ sq. ft.	sq. ft.
Number of Lots	1	∅	1
IBC Building Type	TYPE 5B	5B	
Occupancy Type	AA CLASSROOM B	AS	
Number of Buildings	2	1	3
Height	32 ft.	4 ft.	36 ft.
Number of Stories (including basement)	1	1	1
Basement	NA sq. ft.	NA sq. ft.	NA sq. ft.
Ground Floor	21,391 sq. ft.	18,560 sq. ft.	39,951 sq. ft.
Second Floor	NA sq. ft.	NA sq. ft.	NA sq. ft.
Remaining Floors (number _____)	NA sq. ft.	NA sq. ft.	NA sq. ft.
Gross Floor Area of Building	21,391 sq. ft.	18,560 sq. ft.	39,951 sq. ft.
Landscape Area	15,000 sq. ft.	∅ sq. ft.	10,000 sq. ft.
Number of Vehicular Parking Spaces	NA	NA	NA
Number of Long Term Bike Spaces	NA	NA	NA
Number of Short Term Bike Spaces	NA	NA	NA
Total Amount of Hard Surfaces (pavement, green roofs, pervious pavement etc.)	40,000 sq. ft.	20,000 sq. ft.	60,000 sq. ft.
Total Impervious Surface Coverage (new and proposed)	40,000 sq. ft.	20,000 sq. ft.	60,000 sq. ft.
Sewer (circle one)	(City) / Septic	(City) / Septic	
Water (circle one)	(City) / Well	(City) / Well	

**PROJECT DESCRIPTION:** Please provide a separate, typed, detailed description.

*NEW ADDITION & REMODEL TO BUILDING 31, DEMOLISH EXISTING BUILDING 33 AND PROVIDE NEW AUXILIARY GYM, WEIGHTS & CARDO' ROOM W/ CIRCULATION SPACE & INCREASED RESTROOMS.*



# CONDITIONAL USE PERMIT

## OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Related Cases: \_\_\_\_\_ Project Planner: \_\_\_\_\_

Project Name: South Puget Sound Community College Health and Wellness Center

Project Address: 2011 Mottman Road, SW., Olympia, WA 98512

Applicant: South Puget Sound Community College

Summary of Request (describe proposed use): The New Health and Wellness Facility addition is a remodel project for SPSCC. The remodel will renovate the existing locker rooms and classrooms for Bldg. 31 and provide a new 19,000 sq.ft. addition with a main core spine that will provide communal space for student study and interaction

A **Conditional Use Permit Supplement** shall include the following:

Required Attachments to be submitted electronically and two hard copies:

1. General Land Use Application. **Refer to the General Land Use Application for Submittal requirements.**
2. Narrative description of the proposed land use.
3. Narrative statement describing how the proposal is consistent with the Chapter 18.48 (Conditional Uses) of the Olympia Municipal Code.
4. Vicinity map.
5. Certified list of property owners within 300 feet of project site prepared by a title company. Submit the list on a flash drive or memory stick in Excel worksheet format.
6. Site plan drawn to a scale of not less than one inch (1") for each two hundred feet (200'), including:
  - ✘ The location of all existing and proposed structures, including buildings, fences, culverts, bridges, roads, streets, and signs.
  - ✘ The boundaries of the property proposed to be developed.
  - ✘ All proposed and existing buildings and setback lines sufficiently accurate to ensure compliance with setback requirements. For mobile home parks, show location and size of all mobile home pads with dimensions of each yard.
  - ✘ All areas to be preserved as buffers or to be dedicated to a public, private, or community use or for open space.
  - ✘ All required landscaping including all soil and vegetation protection areas.
  - ✘ All existing and proposed easements.

- ✘ The location of all existing and proposed utility structures and lines (e.g., water, sanitary sewer, stormwater, solid waste, electrical, lighting, fire hydrants).
- ✘ Existing and proposed stormwater drainage systems, including conveyances, treatment, flow control, and onsite stormwater management features.
- ✘ All means of vehicular and pedestrian access to and from the site and the size and location of driveways, streets, roads, and sidewalks with typical cross sections.
- ✘ The location and design of off-street parking and bulk storage areas, showing their size and locations of internal circulation and parking spaces.
- ✘ Where applicable, the location of all truck loading spaces, including loading platforms and loading docks
- ✘ Location of any proposed critical area buffers and their features.
- ✘ Topographic map showing contours at sufficient intervals to indicate topography of the entire tract at least twenty-five feet (25') beyond the boundaries of the proposed project at two foot (2') contours if less than five per cent (5%) slope and five foot (5') contours if more than five percent (5%).

7. Environmental Checklist (if not exempt).
8. Soil and Vegetation Plan (if not exempt) meeting the requirements of OMC 16.60.
9. Additional information with respect to the following proposed uses (as applicable); you may use attachments.

**Churches**

Distance to nearest school and/or park: N/A

Name of school and/or park: N/A

Date the church became legal owner of the property: N/A

Distance to nearest arterial street: N/A

Name of the arterial street: N/A

*(Arterial information may be obtained from City planning staff.)*

**Group Home**

Maximum number of residents (exclusive of staff): N/A

Is there any other group home within ½ mile?  Yes  No

If yes, name and location of other group homes: N/A

\_\_\_\_\_

**Commercial Uses**

Total gross square footage of commercial buildings: 39,951 sq. ft.

Description of each commercial use: Gymnasium, locker rooms, weight room

\_\_\_\_\_

Total square footage in paved/covered surface: 60,000 sq. ft.

Will this proposal generate noise?  Yes No

If yes, please describe: human noise, mechanical equipment

Is a sign proposed?  Yes  No

If yes, what size? N/A

Hours of operation (days of week and hours of day): College Operations hours 7:00 a.m. to 10:00 p.m.

Total square footage/acreage of the site: 86.49 acres

Number of dwelling units:

Proposed: N/A Existing N/A

**Resuming a Discontinued Use**

What was the previous use of the structure (or land)? N/A

When was this discontinued use abandoned? N/A

Was this discontinuance or abandonment caused by a condition over which the owner and operator had no control? (please explain)

N/A

Why is it not possible to change the use of the premises to a permitted use?

N/A

What provisions have been made to safeguard the adjoining properties against any detrimental effects that might result from reestablishing the proposed use?

N/A

**Day Care Centers and Nursery Schools**

Maximum number of students: N/A

Estimated maximum expected vehicular trips per day: N/A

How are these vehicular trips distributed by type and time of day? N/A

**Community Club, Private Club, or Fraternal Organization; Nursing or Convalescent Home; Public Utilities; Radio and Television Transmitting and Receiving Towers; Riding Stables or Riding Academies; and Veterinary Clinics or Hospitals**

What provisions have been made to make the development compatible with the appearance and character of the surrounding neighborhood?

N/A

What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development?

N/A

For Public Utilities and Radio and Television Transmitting and Receiving Towers **ONLY** – submit information that shows a need or demand for the facility in the proposed location.

*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.*

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



\_\_\_\_\_  
Keith Stahley, Director,  
Community Planning and Development

12/1/2016  
Date



# DESIGN REVIEW APPLICATION - CONCEPT

## OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Related Cases: \_\_\_\_\_ Project Planner: \_\_\_\_\_

Project Name: 2018-111A SPSCC HEALTH & WELLNESS CENTER

Site Address: 2011 MOTTMAN ROAD SW, OLYMPIA WA, 98512

Applicant Name: JAMES HILL

Phone Number: 360-352-8883

E-Mail Address: JAMESHILL@KMB-ARCHITECTS.COM

Description of Project: NEW ADDITION & REMODEL TO BUILDING 31 (GYM)  
DEMOLISH EXIST'G BLDG 33 AND PROVIDE NEW AUX. GYM.

A Concept Design Review Application shall be submitted electronically with two hard copies and shall include:

1. **General Land Use Application** Refer to the **General Land Use Application for Submittal requirements**
2. Certified list of property owners within 300 feet of project site prepared by a title company. Submit the list on a flash drive or memory stick in Excel worksheet format.
3. 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.
4. 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 and soil and vegetation protection areas.
  - Existing and proposed building footprint(s) with dimensioned setbacks from property lines.
  - Clearly delineated and labeled landscape and hardscape areas.
5. Preliminary Landscape Plan meeting the provisions of OMC 18.36, illustrating features such as, but not limited to:
  - 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.

6. 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.

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



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Keith Stahley, Director,  
Community Planning and Development

12/1/2016

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Date