



GENERAL LAND USE APPLICATION

Attachment 8

**CP&D RECEIVED 3/30/18
18-1315**

OFFICIAL USE ONLY

Case #: _____ Master File #: 18-1315 Date: 3/30/18
 Received By: P.SMITH Related Cases: _____ Project Planner: P.SMITH

One or more of the following **Supplements** must be attached to this **General Land Use Application** and submitted **electronically with the application**:

- | | |
|---|--|
| <input 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 type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> SEPA Checklist |
| <input 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 type="checkbox"/> Environmental Review (Critical Area) | <input 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: _____

Project Address: _____

Applicant: _____

Mailing Address: _____

Phone Number(s): _____

E-mail Address: _____

Owner (if other than applicant): _____

Mailing Address: _____

Phone Number(s): _____

Other Authorized Representative (if any): _____

Mailing Address: _____

Phone Number(s): _____

E-mail Address: _____

Project Description: _____

Size of Project Site: _____

Assessor Tax Parcel Number(s): _____

Section : _____ Township: _____ Range: _____

Full Legal Description of Subject Property (attached

Zoning: _____

Shoreline Designation (if applicable): _____

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): _____

Existing: _____

Proposed: _____

Sewage Disposal (name of utility if applicable): _____

Existing: _____

Proposed: _____

Access (name of street(s) from which access will be gained): _____

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 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:

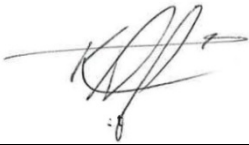
1. Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department to provide you with a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and possibly additional 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.

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.



Keith Stahley, Director,
Community Planning and Development

12/1/2016

Date



PRELIMINARY LONG PLAT SUPPLEMENT

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Attachment: Plat Name Reservation Request (Thurston County Auditor)

Name of Applicant: _____
 Project Name: _____
 Designer/Engineer/Surveyor: _____
 Mailing Address: _____
 City, State and Zip: _____
 Phone Number(s): _____
 E-Mail Address: _____

Total acreage of contiguous ownership: _____

Existing structures are located on lots? No Yes (*show location and label type of structure on map*)

Number of lots proposed:

Single-family: _____ Multi-family: _____ Industrial: _____
 Duplex: _____ Commercial: _____

Smallest Lot Area: _____ Length of Public Streets: _____
 Average Lot Area: _____ Total Acreage of Public Right-of-Way: _____
 Total Acreage in Plat: _____ Length of Private Streets: _____
 Acreage in Open Space: _____ Total Acreage of Private Street Easements: _____
 Acreage in Parks: _____ Percent of Plat in Right-of-Way: _____

Zoning: _____ School District: _____

Access (name of street/s from which access is or will be gained):

Existing: _____ Proposed: _____

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PRELIMINARY LONG SUBDIVISION

A Preliminary Plat Application shall be submitted electronically with two hard copies and shall include the following:

1. **A General Land Use Application- Refer to the General Land Use Application for Submittal requirements**
2. Preliminary plats shall bear the seal and signature of a licensed land surveyor or engineer licensed to practice in Washington State.
3. Preliminary plats shall be accompanied by a completed environmental checklist prepared by the applicant or the applicant's representative on forms provided by the Department.
4. If phased final approval is proposed, the boundaries of such phases and description of which improvements would be associated with which phase.
5. If the project exceeds lots for fifty housing units or 10,000 square feet of new commercial, institutional, industrial, or other building area (or combination comparable thereto), 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*.)
6. Survey of the boundary of the proposed plat.
7. Preliminary plat map-

Maps shall be drawn on paper having maximum dimensions of twenty-four inches by thirty-six inches, and at a horizontal scale between two hundred feet to the inch and fifty feet to the inch. Where vertical profiles are required, the scale shall be between ten feet to the inch and two feet to the inch. Other scales or paper dimensions may be used only when deemed appropriate by the Department.

Preliminary plats shall be accompanied by the following written information, on forms provided by the Department:

- The names, addresses, zip codes, and telephone numbers of all persons who have a real or possessory interest in the property to be subdivided.
- The acreage contained within the plat, the number of lots being proposed and the number of lots per acre of land.
- The size of the smallest proposed lot.
- The acreage of open space to be contained in the plat, if any, and the percentage it represents of the total area.
- The street lineage, acreage of street area, and percentage it represents of the total land area.
- Land coverage summary that identifies the amount of impervious surfaces, new and replaced hard surfaces, pollution generating hard surface, vegetated pervious land cover, and retained natural vegetated areas for the project site.
- The source of water supply, including the name of the purveyor, if any.

- The method of sewage disposal and, if sanitary sewer is used, the name of the district or utility managing the system.
 - School district.
 - Assessor's parcel number(s) of the land being subdivided.
8. All revisions and replats shall be labeled clearly as such and shall bear the number of the revision and the date of the revision or replat in, or adjacent to, the title block.
9. Content of Preliminary Plat Map. The following information shall be shown on the Preliminary plat map:
- Title block, preferably located in the lower right-hand corner, to contain:
 - Name of the Preliminary plat.
 - Section, township and range.
 - Name, address, zip code and telephone number of the preparer.
 - Date of preparation, vertical datum, scale, and north arrow.
 - Vicinity sketch clearly identifying the location of the property.
 - Plat representation, to contain:
 - The boundary lines of the tract to be subdivided.
 - The development status of contiguous land including the name of any adjacent plats.
 - The zoning boundary lines, if any, on the land to be platted.
 - The layout and approximate dimensions of each lot:
 - Lots should be numbered consecutively from one through the total number of lots in the preliminary plat, and
 - In the case of a replat, the lots, blocks, streets, alleys, easements and parks of the original plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being so clearly shown in solid lines as to avoid ambiguity.
 - Contour lines within, and for a sufficient distance beyond, the boundaries of the proposed development. The intervals shall be two feet up to five percent slope, and may be five feet thereafter; provided, that in those areas where, at map scale, contour lines exceed ten per inch, the interval shall be ten feet. All contours shall be referenced to NAVD88 datum. Benchmarks shall be identified.
 - The names, locations and widths of all existing streets, rights-of-way, easements, other public ways, water courses and major transmission facilities rights-of-way within the proposed development or adjacent to the external lot lines of the plat.
 - The layout and widths of proposed street rights-of-way and street easement lines within the plat.
 - Natural drainage courses and probable alterations which will be necessary to handle the expected drainage from the plat.

- In any subdivision to be served by septic tanks, the preliminary plat shall show the location of soil test sites and provide soil analysis data as is required by the county health department.
 - All parcels of land intended to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners of the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated.
 - Significant natural features and environmentally sensitive areas such as wetlands, trees or steep slopes which are to be preserved or altered in the subdivision.
 - All existing structures within the preliminary plat and all existing structures within twenty-five feet of the external lot lines of the plat shall be shown in their approximate locations.
 - Sites, if any, allocated for purposes other than single-family dwellings.
10. Utility maps. The location and size as shown on city records of all pertinent existing sewers, water mains, culverts and other public or private underground installations within the subdivision and immediately adjacent thereto, and proposals for street lights, fire hydrants, sewage disposal, domestic water supply, storm water drainage, and flood control shall be shown on a separate plan accompanying the preliminary plat map.
 11. Grading Plan. If lot areas are to be substantially graded, a plan showing the nature of cuts and fills and information on the character of the soil shall be shown on a separate plan accompanying the preliminary plat map.
 12. Drainage Control Plan. (See Chapter 3, Volume 1 of the City of Olympia Drainage Design and Erosion Control Manual.)
 13. Conceptual Landscaping Plan. Proposed number, location and form of plants (trees, shrubs, etc.) and groundcover for all common areas.
 14. Soil and Vegetation Protection Areas. A Soil and vegetation plan is required and must meet all applicable requirements of OMC 16.60.

TOWNHOUSE SUPPLEMENT

The following items shall be submitted as a Townhome Supplement. These items shall be submitted at the time of application for preliminary plat approval, short plat approval, Design Review, or Land Use Review.

1. Conceptual Design Review Supplement together with Building Plans showing typical front, rear and side elevations and exterior architectural treatments of the proposed units.
2. Site Plans showing locations of buildings in relation to property and lot lines, off-street parking areas, private yards, decks, patio and service areas, including garbage disposal and recycling areas, enclosed or screened solid waste storage and collection areas, landscaping, walls, fences, public and private streets, driveways, all common facilities, open space and walkways. Lot size, percentage of ground coverage, and open space, shall be included as data on such plan. Such plan shall show any screening and fences exceeding height limits permitted for walls and fences in the underlying zoning district.

3. Topographic map showing existing and proposed contours at two (2) foot intervals and which locates existing streams, lakes, marshes and other natural features.
4. A perpetually binding common party wall agreement to be recorded with the County Auditor as a covenant to each deed establishing the rights and obligations of each owner relative to the common party wall and foundation, and providing for easements for purposes of maintenance and fire protection. Such agreement shall include provisions for upkeep and maintenance of all common areas including landscape, stormwater facilities, utilities, play areas or other facilities

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12/1/2016

Keith Stahley, Director,
Community Planning and Development

Date