



# GENERAL LAND USE APPLICATION

Attachment 2

## 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 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 checked="" type="checkbox"/> Land Use Review (Site Plan) Supplement |  |

Project Name: Intercity Transit North Site Improvements

Project Address: 3000 Martin Way Blk Olympia, WA 98501

Applicant: Steve Krueger, Intercity Transit

Mailing Address: PO Box 659 Olympia, WA 98507

Phone Number(s): (360) 705-5833

E-mail Address: skrueger@intercitytransit.com

Owner (if other than applicant): (Same as applicant)

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

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

Other Authorized Representative (if any): Jared VerHey, PE

Mailing Address: 8730 Tallon Lane Lane NE, Suite 200 Lacey, WA 98516

Phone Number(s): (360) 352-1465

E-mail Address: jared.verhey@scjalliance.com

Project Description: Development of the north site to include two new building; a new administration building and a new maintenance and fuel building as well as parking, circulation areas and utilities.

Size of Project Site: +/- 5.26 acres

Assessor Tax Parcel Number(s): 34202600000

Section : 18

Township: 18

Range: 1W W.M.

Full Legal Description of Subject Property (attached ☐):

Section 18 Township 18 Range 1W Quarter NE SW Plat BERRY FARMS TR 26 & 27 Document  
008/028 ALSO ROW PER DEED 4101727

Zoning: HDC-4

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): City of Olympia

Existing: 10" PVC in Pattison and 8" PVC in Martin Way

Proposed: 8" Looped through Site

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

Existing: 8" PVC in Pattison and 8" PVC in Martin Way

Proposed: 8" connection to Pattison and 8" connection to Martin Way

Access (name of street(s) from which access will be gained): Martin Way and Pattison Street

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.

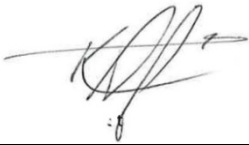
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USB Drive File Format-

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: Intercity Transit North Site Improvements

Project Address: 3000 Martin Way Blk Olympia, WA 98501

Name of Applicant: Steve Krueger, Intercity Transit

	EXISTING	TO BE ADDED	TOTAL
Parcel Area	227,732 sq. ft.	0 sq. ft.	227,732 sq. ft.
Number of Lots	1	0	1
IBC Building Type	II B-N	II B-S	
Occupancy Type	U	B / S2	
Number of Buildings	1	2	3
Height	17'2" ft.	58'0" ft.	58'0" ft.
Number of Stories (including basement)	1	3	3
Basement	0 sq. ft.	0 sq. ft.	0 sq. ft.
Ground Floor	1,153 sq. ft.	33,045 sq. ft.	34,198 sq. ft.
Second Floor	0 sq. ft.	17,685 sq. ft.	17,685 sq. ft.
Remaining Floors (number _____)	0 sq. ft.	17,685 sq. ft.	17,685 sq. ft.
Gross Floor Area of Building	1,153 sq. ft.	68,415 sq. ft.	69,568 sq. ft.
Landscape Area	14,326 sq. ft.	10,052 sq. ft.	24,378 sq. ft.
Number of Vehicular Parking Spaces	0	38	38
Number of Long Term Bike Spaces	0	6	6
Number of Short Term Bike Spaces	0	6	6
Total Amount of Hard Surfaces (pavement, green roofs, pervious pavement etc.)	101,621 sq. ft.	101,734 sq. ft.	203,355 sq. ft.
Total Impervious Surface Coverage (new and proposed)	101,621 sq. ft.	91,153 sq. ft.	192,774 sq. ft.
Sewer (circle one)	<input checked="" type="radio"/> City/ Septic	<input checked="" type="radio"/> City/ Septic	
Water (circle one)	<input checked="" type="radio"/> City/ Well	<input checked="" type="radio"/> City/ Well	

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

Each request for **Land Use Review** shall accompany a **General Land Use Application**. (Refer to the General Land use Application for submittal requirements.) The submittal must 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.
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, fire lane if applicable, streets and roads, with widths and outside turning radii for emergency and solid waste vehicles.
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 and location of both long term and short term bicycle parking facilities.
5. 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, sanitary sewer lines and stormwater lines, streetlights, wells, septic tanks and drainfields.
7. Drainage Control Plan for the project including site development drawings, Drainage Design Report, Construction Stormwater Pollution Prevention Plan, and Stormwater Site Management Plan as required. (See Volume I, Chapter 3 of the *Olympia Drainage Design and Erosion Control Manual – DDECM.* )
8. Existing and proposed contour lines.
9. Location of critical areas such as wetlands, streams, hillsides, and lakes with associated wetlands and buffers as outlined in OMC 18.32.
10. Conceptual landscape plan showing areas to be landscaped, existing trees to remain and to be removed and total square footage of landscaped areas as required in OMC 18.36.
11. Proposed locations of light standards, and any utility boxes exceeding a height of thirty inches (30") or a volume of twenty (20) cubic feet.
12. Soil and Vegetation Plan as outlined in OMC 16.60.
13. 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.*)
14. WATER, SANITARY SEWER, STORMWATER, STREET, LIGHTING, SOLID WASTE AND SIGNALS Plans, including:
  - Legend (APWA Standard Symbols or approved alternatives).
  - North arrow with current City of Olympia meridian.
  - Scale bar.
  - Current City of Olympia vertical datum (NAVD88) – 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 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.

15. 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 with horizontal and vertical scale.
16. 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 backflow prevention device location(s).
  - Profile View with horizontal and vertical scale.
17. STORMWATER Facilities Plan to include:
- Plan view with all elements identified at scoping meeting, and required elements for site development drawings from Chapter 3, Volume I of the DDECM, and catch basin and or manhole rim and invert elevations, size of pipe, and if applicable, outlet control details(s) with elevations, pond dimensions with elevation, treatment facility, detention facilities, and onsite stormwater management features.
  - Profile view of storm water pipe and structures within streets and public right of way
  - Detail sheets as necessary to sufficiently depict and verify proposed stormwater components match any hydraulic or hydrologic modeling in the Drainage Design Report.
18. SOLID WASTE Collection Plan including:
- Identify solid waste enclosure site location on street and site plans.
  - Show solid waste container type(s) and size(s), for example carts, dumpsters, drop boxes and compactors, as applicable.
  - Show collection vehicle ingress and egress into and out of the site, without backing onto streets, and approach and access to the enclosure(s).
  - Show minimum turning radius and access width, consistent with current requirements in Chapter 8 of the most current City of Olympia Engineering Design and Development Standards.
  - Show hard surface access to enclosure location, with a maximum slope of 3%.

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

11/21/2017

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Date



# DESIGN REVIEW APPLICATION - CONCEPT

## OFFICIAL USE ONLY

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

Project Name: Intercity Transit North Site Improvements

Site Address: 3000 Martin Way Blk Olympia, WA 98501

Applicant Name: Steve Krueger, Intercity Transit

Phone Number: (360) 705-5833

E-Mail Address: skrueger@intercitytransit.com

Project Narrative: Development of the north site to include two new building; a new administration building and a new maintenance and fuel building as well as parking, circulation areas and utilities.

## Submittal Requirements:

1. **General Land Use Application**
2. Narrative describing the proposal
3. 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.
4. Two (2) full-sized (24"X36") and one reduced (11"X17") set of each of the following plans, **plus** digital files of (entire) architectural design packet (memory disc, via ftp, CD, other). **Items below shall be submitted as one individual architectural plan set/packet (separate from engineering plan set).**
5. 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.
6. 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.
  - ☐ Location of above ground mechanical or utility equipment.
  - ☐ Clearly delineated and labeled landscape, hardscape, and building areas.
  - ☐ Parking area layout, including loading areas, and short and long-term bicycle parking.
  - ☐ Solid waste collection location.
6. Preliminary Landscape Plan illustrating:
  - ☐ All features included in the preliminary site plan.
  - ☐ Location of existing (to remain) and proposed plants.



- ☐ Type of existing and proposed plants (i.e., groundcover, shrub, tree), include native (N) or non-native (NN).
- ☐ 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 north, south, east and west elevation.
- ☐ Finished floor elevations
- ☐ Location of exterior steps and stairways.
- ☐ Location of building doors and windows.
- ☐ Area(s) on building where signs will be installed.



# CONDITIONAL USE PERMIT

## OFFICIAL USE ONLY

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

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

Project Name: Intercity Transit North Site Improvements

Project Address: 3000 Martin Way Blk Olympia, WA 98501

Applicant: Steve Krueger, Intercity Transit

Summary of Request (describe proposed use): Development of the north site to establish two new buildings; a new administration building and a new maintenance and fuel building as well as parking, circulation areas and utilities.

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: \_\_\_\_\_

Name of school and/or park: \_\_\_\_\_

Date the church became legal owner of the property: \_\_\_\_\_

Distance to nearest arterial street: \_\_\_\_\_

Name of the arterial street: \_\_\_\_\_

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

#### Group Home

Maximum number of residents (exclusive of staff): \_\_\_\_\_

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

If yes, name and location of other group homes: \_\_\_\_\_

\_\_\_\_\_

#### Commercial Uses

Total gross square footage of commercial buildings: 1,153 SF existing and 68,415 new

Description of each commercial use: Existing fuel canopy and new administration building and  
a new maintenance and fuel building

Total square footage in paved/covered surface: 203,355 SF

Will this proposal generate noise? ☐ Yes ☒ No

If yes, please describe: Construction noise, vehicles/buses entering and leaving property

Is a sign proposed? ☐ Yes ☒ No

If yes, what size? \_\_\_\_\_

Hours of operation (days of week and hours of day): 24 hours per day/7 days per week

Total square footage/acreage of the site: 227,732 SF

Number of dwelling units:

Proposed: None Existing: None

### Resuming a Discontinued Use

What was the previous use of the structure (or land)? \_\_\_\_\_

When was this discontinued use abandoned? \_\_\_\_\_

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

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

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

### Day Care Centers and Nursery Schools

Maximum number of students: \_\_\_\_\_

Estimated maximum expected vehicular trips per day: \_\_\_\_\_

How are these vehicular trips distributed by type and time of day? \_\_\_\_\_

**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?

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

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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