



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180 (360) 754-4126 (FAX)  
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**FORMAL SITE PLAN REVIEW  
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

If a Preliminary Site Plan Review has been completed within the past six months, then a complete application shall consist of all items on this checklist unless modified or waived by Staff.

<b>A. PERMIT APPLICATION</b>	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.			

<b>B. PLANS</b>	N/A	Provided	Staff
1. Six copies of the proposed drawings.			
2. The Site Plan(s) shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following information:			
a. Date, scale, and north arrow.			
b. Section, Township and Range.			
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets.			
d. Boundaries of the parcel(s) with dimensions included in the application.			
e. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the parcel(s).			
f. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to property-lines.			
- Existing and proposed ingress and egress points for the project.			
- All driveway-accesses (both sides of the street) within 75 feet of the property corners along the street.			
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the Site Plan.			
- On-site septic systems and reserve areas.			
- All existing and proposed parking spaces.			
- Refuse collection bin(s), including recycling.			

## Formal Site Plan Review Submittal Checklist

<b>B. PLANS (CONTINUED)</b>	N/A	Provided	Staff
- All existing and proposed freestanding light-poles used to illuminate the building, parking lot, and pedestrian ways.			
- Fire hydrant(s), existing and proposed, both on-site and within abutting street right-of-way.			
- Fire Department connections.			
- Fire lane(s).			
- Any proposed gates that could impede emergency and/or service vehicles.			
- Existing and proposed water meters.			
- On-site utilities (water and sewer) including line-sizes and existing and proposed storm-drainage systems.			
- Off-site utilities (water and sewer) including line-sizes in abutting street rights-of-way.			
- Existing and proposed frontage improvements on adjacent streets (i.e. sidewalks, bike lanes, street lights, landscape strips, street hydrants).			
- Permanent features which will have an impact upon the application, such as all existing or unopened platted streets, utility rights-of-way, etc.			
- Wetlands with associated buffers.			
- Riparian areas with associated buffers.			
- Identified geologically hazardous areas.			
- Designated flood hazard areas with reference to the FIRM map and panel number.			
g. Project Information block shall also be placed on the face of the Site Plan as follows:			
- Applicant: name, address, telephone, email.			
- Representative: name, address, telephone, email.			
- Assessor's parcel number(s).			
- Total area (acreage and square-footage) of parcel.			
- Proposed use (single-family, duplex, etc).			
- Density.			
- Size (square-footage) of each building.			
- Floor Area Ratio.			
- Building height.			
- Proposed IBC construction type.			
- Number of parking spaces.			
- Percent of site covered with impervious surfaces.			
- Zoning.			
- Water provider.			
- Sewer provider.			

## Formal Site Plan Review Submittal Checklist

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### C. ELECTRONIC SUBMITTAL

N/A

Provided

Staff

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1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B above, in PDF-file format. Maximum format shall be 300 dpi.  
Note: Please do not include the application or submittal checklist in electronic format.
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I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Port of Olympia (if applicable)

\_\_\_\_\_  
Date