



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
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 Email: cdd@ci.tumwater.wa.us
PRELIMINARY 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 proposed development is not a minor development proposal such as fences, small detached buildings, individual single-family residences and duplexes, then a complete application shall consist of all items on this checklist unless modified or waived by Staff.

A. PERMIT APPLICATION	N/A	Provided	Staff
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| 1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. | | | |
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B. PLANS	N/A	Provided	Staff
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| 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. Township, Range, and Section. | | | |
| 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 freestanding light-poles used to illuminate the building, parking lot, and pedestrian ways | | | |

Preliminary Site Plan Review Submittal Checklist

B. PLANS (CONTINUED)	N/A	Provided	Staff
- Fire hydrant(s), existing and proposed, both on-site and within abutting street right-of-way			
- All existing and proposed parking spaces			
- Fire Department connections			
- Fire lane(s)			
- Any proposed gates that could impede emergency and/or service vehicles			
- Refuse collection bin(s), including recycling			
- 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			

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C. ELECTRONIC SUBMITTAL

N/A

Provided

Staff

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