



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 Email: [cdd@ci.tumwater.wa.us](mailto:cdd@ci.tumwater.wa.us)  
 (360) 754-4180

**PRELIMINARY PLANNED  
 UNIT DEVELOPMENT  
 Submittal Checklist**

TUM -	DATE STAMP
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**APPLICANT INFORMATION** *(please print neatly)*

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

**SUBJECT PROPERTY INFORMATION**

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

If a Planned Unit Development (PUD) is associated with a Preliminary Plat or Preliminary Short Plat, then please refer to the requirements of the Preliminary Plat or Preliminary Short Plat checklist. If a PUD is not associated with a Preliminary Plat or Preliminary Short Plat, then a complete application shall consist of all items on this checklist unless modified or waived by Staff. In accordance with TMC 14.02.070.A.1, prior to acceptance of the Preliminary PUD application, the applicant must complete Preliminary and Formal Site Plan Review.

A. APPLICATION FORMS AND REQUIRED COPIES	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Transportation Concurrency Application, site trip distribution diagram, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water and Sewer Availability certificate from the City of Tumwater Public Works Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Written statement for development, setting out detailed information concerning the following subjects as they may be involved in the development, including, but not limited to the following items:			<input type="checkbox"/>
a. Proposed ownership method.		<input type="checkbox"/>	
b. Proposed operation and maintenance of the development and landscaping.		<input type="checkbox"/>	
c. General timetable for development.		<input type="checkbox"/>	
d. Provisions to assure permanence and maintenance of common open space through homeowners association formation, condominium development, or other means acceptable to the City.		<input type="checkbox"/>	
6. Mailing list of the property owners within 300 feet of the exterior boundaries of the tract(s) identified in the application, in MS Word-file format using Avery Mailing Label 5160 template.		<input type="checkbox"/>	<input type="checkbox"/>
7. Five copies of the proposed drawings.		<input type="checkbox"/>	<input type="checkbox"/>
8. One reduced copy (11"x17") of the proposed drawings.		<input type="checkbox"/>	<input type="checkbox"/>

B. PLANS	N/A	Provided	Staff
1. 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:		<input type="checkbox"/>	<input type="checkbox"/>

**Preliminary Planned Unit Development Submittal Checklist**

<b>B. PLANS (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
a. Date, scale, and north arrow.		<input type="checkbox"/>	
b. Section, Township, and Range.		<input type="checkbox"/>	
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets.		<input type="checkbox"/>	
d. Boundaries of the parcel(s) with dimensions included in the application.		<input type="checkbox"/>	
e. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the parcel(s).		<input type="checkbox"/>	
f. Location of:			
- All proposed points of ingress/egress to the site.		<input type="checkbox"/>	
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to proposed property-lines.		<input type="checkbox"/>	
- All driveway-accesses (both sides of the street) within 75 feet of the property corners along the street.		<input type="checkbox"/>	
- 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.		<input type="checkbox"/>	
- On-site septic systems and reserve areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- All parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- All existing and proposed freestanding light-poles used to illuminate the building, parking lot, and pedestrian ways.	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire hydrant(s), existing and proposed, both on-site and within abutting street right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire Department connections.	<input type="checkbox"/>	<input type="checkbox"/>	
- Remote annunciator panel.	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire lane(s).	<input type="checkbox"/>	<input type="checkbox"/>	
- Any proposed gates that could impede emergency and/or service vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	
- Refuse collection bin(s), including recycling.	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing and proposed water meters.	<input type="checkbox"/>	<input type="checkbox"/>	
- On-site utilities (water and sewer) including line-sizes and existing and proposed storm-drainage systems.	<input type="checkbox"/>	<input type="checkbox"/>	
- Off-site utilities (water and sewer) including line-sizes in abutting street rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing and proposed frontage improvements on adjacent streets (i.e. sidewalks, bike lanes, street lights, landscape strips, street hydrants).	<input type="checkbox"/>	<input type="checkbox"/>	
- Permanent features which will have an impact upon the PUD, such as all existing or platted streets, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	

**Preliminary Planned Unit Development Submittal Checklist**

<b>B. PLANS (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
- Identified geologically hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
g. Project Information block shall also be placed on the face of the preliminary PUD as follows:			
- Applicant: name, address, telephone, email.		<input type="checkbox"/>	
- Representative: name, address, telephone, email.	<input type="checkbox"/>	<input type="checkbox"/>	
- Assessor's parcel number(s).		<input type="checkbox"/>	
- Total area (acreage and square-footage) of parcel.		<input type="checkbox"/>	
- Proposed use (single-family, duplex, etc).		<input type="checkbox"/>	
- Density.	<input type="checkbox"/>	<input type="checkbox"/>	
- Size (square-footage) of each building.	<input type="checkbox"/>	<input type="checkbox"/>	
- Floor Area Ratio.	<input type="checkbox"/>	<input type="checkbox"/>	
- Building height.	<input type="checkbox"/>	<input type="checkbox"/>	
- Proposed IBC construction type.	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Percent of site covered with impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- Sewer provider.		<input type="checkbox"/>	
h. If a Land Clearing Permit is required, a minimum of five percent of the buildable area must be set aside in a contiguous Tree Protection Open Space, if the proposed PUD will retain less than 20 percent of the existing trees, or 12 trees per acre, whichever is greater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. OTHER DOCUMENTS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Forester's Report/Tree Protection Plan, prepared in accordance with TMC 16.08.050.C, TMC 16.08.070.R and TMC 16.08.072.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wetland Report, prepared in accordance with TMC 16.28.140C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Geologically Hazardous Areas Report, prepared in accordance with TMC 16.20.050.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Preliminary Drainage Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. ELECTRONIC SUBMITTAL</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

I verify that all required documents associated with this application have been submitted.

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

\_\_\_\_\_  
Date