# Site Plan and Design Review Application

**Form Must Be Completed in Ink, Preferably Blue. Pencil Will Not Be Accepted.**

## Submittal Requirements

<table>
<thead>
<tr>
<th>Application</th>
<th><strong>One original (which must contain an original signature) and six copies</strong> must be provided. Whenever possible, originals must be <strong>signed in blue</strong>. Please identify the original document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Documents</td>
<td><strong>One original (which must contain an original signature)</strong>, where applicable, and <strong>six copies</strong> (if an original is not applicable, <strong>seven copies</strong> must be provided).</td>
</tr>
<tr>
<td>Full-size Drawings</td>
<td><strong>Seven copies</strong> of the required drawings must be provided. Drawings <strong>must be folded and 18” x 24” in size. No construction drawings or other sized drawings</strong> will be accepted unless specifically requested.</td>
</tr>
<tr>
<td>Reduced Drawings</td>
<td><strong>Five copies</strong> of the drawings reduced to <strong>11” x 17”</strong> must be provided.</td>
</tr>
<tr>
<td>Submitting Applications</td>
<td>Applications <strong>must be submitted in person</strong> by either the owner or the owner’s designated agent. Should an agent submit the application, a <strong>notarized Owner/Agent Agreement</strong> must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.</td>
</tr>
<tr>
<td>Fees</td>
<td>Please call the Department of Planning &amp; Community Development for submittal fee information.</td>
</tr>
<tr>
<td>Attached Submittal Checklist</td>
<td>Please refer to attached Submittal Checklist for further information. <strong>NOTE:</strong> when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</td>
</tr>
</tbody>
</table>

**Applications Will Not Be Accepted unless these basic requirements are met and the submittal packet is deemed counter complete.**
# A. General Information

1. **Name of property owner:** 
   - Address: __________________________
   - Phone: __________________________ Fax: __________________________
   - E-mail: __________________________

   **Name of property owner:** 
   - Address: __________________________
   - Phone: __________________________ Fax: __________________________
   - E-mail: __________________________

   **Name of property owner:** 
   - Address: __________________________
   - Phone: __________________________ Fax: __________________________
   - E-mail: __________________________

   *If the owner(s) of record as shown by the county assessor’s office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. **Applicant/agent:** 
   - Address: __________________________
   - Phone: __________________________ Fax: __________________________
   - E-mail: __________________________

3. **Name of land surveyor:** 
   - Address: __________________________
   - Phone: __________________________ Fax: __________________________
   - E-mail: __________________________

4. **Planning department personnel familiar with site:** 
   - __________________________

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**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**  
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov  
www.ci.bainbridge-isl.wa.us

*December 2011*  
**Page 1 will be generated by the city at time of submittal**  
Page 3 of 9
5. Description of proposal:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Driving directions to site:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. Please give the following existing parcel information:

<table>
<thead>
<tr>
<th>Assessor's Parcel Number</th>
<th>Parcel Owner</th>
<th>*Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Use additional sheet if necessary

Total of all parcels:  

* As defined in Bainbridge Island Municipal Code 18.12.050

8. Legal description (or attach):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Comp Plan Designation</th>
<th>Zoning Designation</th>
<th>Shoreline Designation</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
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<td>Lot</td>
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<tr>
<td>Lot</td>
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<td></td>
</tr>
</tbody>
</table>
10. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

<table>
<thead>
<tr>
<th>Property</th>
<th>Comp Plan Designation</th>
<th>Zoning Designation</th>
<th>Shoreline Designation</th>
<th>Current Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>East</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>West</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

11. Common name of adjacent water area or wetlands area: ____________________________

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (Bainbridge Island Municipal Code Chapter 16.20)? □ yes □ no □ unknown

If yes, check as appropriate:

- [ ] wetland*
- [ ] geologically hazardous area**
- [ ] wetland buffer*
- [ ] zone of influence**
- [ ] stream*
- [ ] slope buffer**
- [ ] stream buffer*
- [ ] fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.
**If your site includes a geologically hazardous area or is within the zone of influence as defined in Bainbridge Island Municipal Code 16.20, a geotechnical report may be required with your application.

13. Are there underlying/overlying agreements on the property? □ yes □ no □ unknown

If yes, check as appropriate and provide a copy of the decision document:

- [ ] CUP Conditional Use Permit
- [ ] MPD Master Planned Development
- [ ] PUD Planned Unit Development
- [ ] REZ Contract Rezone
- [ ] RUE Reasonable Use Exception
- [ ] SPR Site Plan Review
- [ ] SPT Short Plat
- [ ] SSDP Shoreline Permit
- [ ] SUB Prior Subdivision
- [ ] VAR Zoning Variance
- [ ] Other:

Under which jurisdiction was the approval given?

- [ ] City of Bainbridge Island
- [ ] Kitsap County

Approval date: ____________________________
CITY OF BAINBRIDGE ISLAND
SITE PLAN AND DESIGN REVIEW APPLICATION
FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.

14. Is there any other information which is pertinent to this project?  ☐ yes  ☐ no
   If yes, please explain: ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

B. TECHNICAL INFORMATION

1. Name of water purveyor: __________________________
   If a private well, what class? __________________________

2. Type of sewage disposal: ☐ on-site septic  ☐ off-site septic  ☐ sewer
   Sewer district: ☐ City of Bainbridge Island  ☐ Sewer District 7

3. General description of the existing terrain:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

4. Soil survey classification:
   ______________________________________________________

5. Flood plain designation: ☐ X  ☐ AE
6. Access (street functional road classifications):

<table>
<thead>
<tr>
<th>Street Type</th>
<th>Required ROW Width</th>
<th>Street Name</th>
<th>Existing ROW Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>primary arterial</td>
<td>150 feet</td>
<td>Highway 305</td>
<td></td>
</tr>
<tr>
<td>secondary arterial</td>
<td>60 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>collector</td>
<td>50 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential urban</td>
<td>40 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>residential suburban</td>
<td>30 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>private</td>
<td>20 - 30 feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Sidewalks are adjacent to the parcel:  □ yes  □ no

If yes, existing sidewalks are _______ feet wide.

Sidewalk installation is proposed as part of the development project:  □ yes  □ no

Proposed sidewalks:  □ adjacent to the parcel and are to be _______ feet wide.

□ internal to the proposal and are to be _______ feet wide.

8. Intended use of the land, as well as the sequence and timing of the proposed development:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

9. Floor area ratio:

____________________________________________________________________________________

10. Dimensions of proposed structures:

____________________________________________________________________________________

11. Height of proposed buildings or structures:

____________________________________________________________________________________

12. Square footage of all spaces:  

<table>
<thead>
<tr>
<th>Category</th>
<th>Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>storage</td>
<td></td>
</tr>
<tr>
<td>retail</td>
<td></td>
</tr>
<tr>
<td>office</td>
<td></td>
</tr>
<tr>
<td>residential</td>
<td></td>
</tr>
<tr>
<td>other</td>
<td></td>
</tr>
</tbody>
</table>

13. Number of stories proposed:

____________________________________________________________________________________
CITY OF BAINBRIDGE ISLAND

SITE PLAN AND DESIGN REVIEW APPLICATION

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14. Square feet per story: (1) (2) (3)

15. Setback requirements:
   north: ____________________________  south: ____________________________
   east: ____________________________  west: ____________________________

16. Number of parking stalls required: _______________________________________

17. Number of parking stalls proposed: _______________________________________

18. Amount of square footage of proposed paved areas: __________________________

19. Square footage of building area: _________________________________________

20. Percent of site to be covered by impervious surfaces: %
    (If the proposal results in more than 1,000 square feet of additional impervious surface, a drainage plan shall be required.)

21. Percentage of site to be covered by landscaping: %

22. Percentage of parking area to be covered by landscaping: %

23. Percentage of site to remain undeveloped: %

24. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)
   □ yes  □ no  □ unknown

25. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

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CITY OF BAINBRIDGE ISLAND

SITE PLAN AND DESIGN REVIEW APPLICATION

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26. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)?
□ yes □ no □ unknown

27. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?
□ yes □ no □ unknown

28. Do storm water systems exist on the site?
□ yes □ no □ unknown

If yes, were they constructed after 1982?
□ yes □ no □ unknown

If yes, what type of storm water system exists on the site?
□ infiltration □ open ditching □ closed conveyance □ detention

29. Will the completed project result in excavating of or filling in:
□ less than 50 cubic yards. □ more than 50 cubic yards but less than 100 cubic yards. □ more than 100 cubic yards.

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent ___________ Date ___________

Please Print

*If signatory is not the owner of record, the attached “Owner/Agent Agreement” must be signed and notarized.
SUBMITTAL REQUIREMENTS FOR SITE PLAN AND DESIGN REVIEW APPLICATION

Submittal Documents. Application for site plan and design review may be made after the completion of a pre-application conference. Applications must be submitted by the owner or others authorized by the owner in person at the City of Bainbridge Island, Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the Director or Project Manager).

☐ An application form provided by the City with the notarized signatures of all property owners or an owner/applicant agreement with the notarized signatures of all property owners.

☐ An application fee in the amount specified by the City.

☐ A complete and detailed written statement of the intended use of the land, the sequence and timing of the proposed development and the applicant’s intentions with regard to the proposed ownership of land areas, dwelling units, if any, and commercial buildings within the development, both during and after construction. The statement shall include the following:

☐ Intended use of the land, including the phasing of street improvements, including road construction, acreage of road area and percentage it represents of the total land area;

☐ The availability and phasing of water system extensions;

☐ The method of sewage disposal to include the availability and phasing of system extensions; and

☐ Phasing of on- and off-site requirements such as sidewalks, bike paths, or improvements of adjacent streets;

☐ A site plan in compliance with the requirements in “Drawing Content” section below;

☐ Architectural drawings, including floor plan, building elevation and building sections;

☐ Analysis of how the project meets design guidelines, if applicable;

☐ Storm drainage design;

☐ The proposed method of ensuring permanent retention and maintenance of circulation system, storm drainage system, sewage disposal system, parks, open space or other common private or public facilities;

☐ Landscaping Plan

☐ The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

☐ An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;

☐ Land dedicated for park and recreational facilities, if applicable;

☐ For developments within the Business/Industrial (B/I) district, designated open space areas required pursuant to BIMC 18.06.060.C.1; and

☐ Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;

☐ Other plans and information deemed necessary by the director for evaluation of the merits of the proposal; and

☐ For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on a form provided by the department of planning and community development.

Drawing Format

Required size: 18” x 24”

Minimum scale: 1” = 100’

Border: 1” minimum all sides
SUBMITTAL REQUIREMENTS FOR
SITE PLAN AND DESIGN REVIEW APPLICATION

Identification Information (to be included on each page of each drawing)

1. Project title
2. Space for the Dept. of Planning and Community Development’s application number
3. Name of property owner(s).
4. Sheet title (road, drainage, grading, utility, temporary erosion and sedimentation control, site constraints, etc.)
5. Revision block
6. Quarter Section, Section, Township and Range in which property is located.
7. Date drawings were prepared.
8. Page numbers and total number of pages.
9. Name, address, phone number, and E-mail address of professional who prepared the drawing.
10. North arrow with north at top or left side of sheet
11. Graphic scale.
12. Elevation datum and benchmark

Drawing Content

1. Vicinity map showing the proposed project site, easements and major city streets. Map shall, at a minimum, show adjacent streets and lots in sufficient manner to reasonably locate the site.
2. Location, name, width, and ownerships of all existing and proposed boundaries, streets, roads, rights-of-way, or easements on or adjacent to the subject property.
3. Circulation plans on and off the site, including pedestrian, bicycle and transit access, delineated parking spaces, location of locking bicycle space, etc.
4. Location of all existing structures and improvements on or adjacent to the subject property.
5. Location of proposed improvements.
6. Utilities plans.
7. Location of all existing vegetation, including all trees over six inches in diameter, on the subject property.
8. Topography at appropriate contour intervals.
9. Location of all existing watercourses, slopes, critical areas and other natural features on the subject property.
10. Any other plans deemed necessary for evaluation.
Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor’s account number ____________________________, located at ____________________________, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

☐ preapplication conference
☐ planning permits
☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner’s behalf for the above checked applications through (date or specific phase) ____________________.

Owner of record  Date  Owner of record  Date

STATE OF WASHINGTON  )
COUNTY OF KITSAP  ) ss.

On this ______ day of ______, 20___, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington

Residing at ________________________________

My appointment expires: ____________________