

SITE PLAN AND DESIGN REVIEW APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
 PENCIL WILL NOT BE ACCEPTED.



<p>DATE STAMP FOR CITY USE ONLY</p>	<p><u>TO BE FILLED OUT BY APPLICANT</u></p>
	<p>PROJECT NAME:</p>
	<p>TAX ASSESSOR'S NUMBER: _____</p> <p>_____</p> <p>_____</p>
	<p>PROJECT STREET ADDRESS OR ACCESS STREET:</p>
	<p>ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p><u>FOR CITY USE ONLY</u></p>
	<p>FILE NUMBER:</p>
	<p>PROJECT NUMBER:</p>
	<p>DATE RECEIVED:</p>
	<p>APPLICATION FEE:</p>
	<p>TREASURER'S RECEIPT NUMBER:</p>

SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature) and six copies</i> (eleven if commercial) must be provided. Whenever possible, originals must be <i>signed in blue</i> . Please identify the original document.
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature)</i> , where applicable, and six <i>copies</i> (eleven if commercial) (if an original is not applicable, seven <i>copies</i> must be provided).
FULL-SIZE DRAWINGS	<i>Seven copies (twelve if commercial)</i> of the required drawings must be provided. Drawings <i>must be folded and 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.
REDUCED DRAWINGS	<i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. If a planner has been assigned to your project, <i>an appointment for submittal must be made</i> with that planner.
FEES	Please call the Department of Planning & Community Development for submittal fee information.
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

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@ci.bainbridge-isl.wa.us
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CITY OF BAINBRIDGE ISLAND

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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. Authorized agent: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Person responsible for payment: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

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4. Project contact: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

5. Name of land surveyor: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

6. Planning department personnel familiar with site: _____

7. Description of proposal: _____

8. Driving directions to site: _____

9. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

* As defined in Bainbridge Island Municipal Code 18.06.630

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10. Legal description (or attach): _____

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

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				
Lot				
Lot				
Lot				

12. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

13. Common name of adjacent water area or wetlands area: _____

14. 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:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> 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 is required with your application.

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15. Are there underlying/overlying agreements on the property? yes no unknown
 If yes, check as appropriate and provide a copy of the decision document:

<input type="checkbox"/> CUP Conditional Use Permit	<input type="checkbox"/> SPR Site Plan Review
<input type="checkbox"/> MPD Master Planned Development	<input type="checkbox"/> SPT Short Plat
<input type="checkbox"/> PUD Planned Unit Development	<input type="checkbox"/> SSDP Shoreline Permit
<input type="checkbox"/> REZ Contract Rezone	<input type="checkbox"/> SUB Prior Subdivision
<input type="checkbox"/> RUE Reasonable Use Exception	<input type="checkbox"/> VAR Zoning Variance
	<input type="checkbox"/> Other: _____

Under which jurisdiction was the approval given?

- City of Bainbridge Island Kitsap County

Approval date: _____

16. 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: _____

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4. Soil survey classification: _____

5. Flood plain designation: A AO AH A1-A30 A99 B C D V V1-V30

6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

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: _____

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12. Square footage of all spaces: storage:
retail: residential:
office: other:

13. Number of stories proposed:

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

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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:

Four horizontal lines for providing permit information.

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.*

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SUBMITTAL REQUIREMENTS FOR SITE PLAN AND DESIGN REVIEW APPLICATION

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).

- ___ 1. 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.
- ___ 2. An application fee in the amount specified by the City.
- ___ 3. Summary letter from the pre-application conference.
- ___ 4. An assessment of how the proposal meets all decision criteria.
- ___ 5. Scale drawings. (See following Drawing Format and Map Content specifications).
- ___ 6. Legal description of the property, tax lot number and vicinity map. Map shall, at a minimum, show adjacent streets and lots in sufficient manner to reasonably locate the site.
- ___ 7. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development.
- ___ 8. Scaled drawings of the property (see Drawing Format, Identification Information, and Drawing Content for additional information), including a 90% complete utility site plan.
- ___ 9. Architectural drawings, including floor plans building elevation and building sections based on the determination made at the preapplication conference.
- ___ 10. The terms, conditions, covenants and agreements under which the subject property is bound (e.g., plat conditions, conditional use permit conditions, or view easements) if any.
- ___ 11. An environmental checklist, if required under SEPA.
- ___ 12. A statement regarding proposed dedication of trails and parks, if required.
- ___ 13. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as material description boards, scaled models or photo montages.

Drawing Format

Required size: 18" x 24"

Minimum scale: 1" = 100'

Border: 1" minimum all sides

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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, fax 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. Landscaping plan.
- ___9. Topography at appropriate contour intervals.
- ___10. Location of all existing watercourses, slopes, critical areas and other natural features on the subject property.
- ___11. 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)
) ss.
COUNTY OF KITSAP)

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: _____