



- SITE PLAN REVIEW - SUPPLEMENTAL APPLICATION FORM

12835 Newcastle Way, Suite 200
Newcastle, WA 98056
Phone 425.649.4143 Fax 425.649.4363
www.newcastlewa.gov

OFFICE USE ONLY

Application No: LUP _____ Is a Master Land Use Application form attached? Yes No

If no, do not accept this form.

Name of Site Plan: _____

Definition:

A site plan is defined as “a document or group of documents, prepared to scale, containing sketches, text, drawings, maps, photographs and other material intended to present and explain accurately, and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses, physical design, interior vehicular and pedestrian access, the provision of improvements, principal site development features proposed for a specific parcel of land, and the interrelationship of these elements.” (NMC 18.06.601)

Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.

Pre-application Conference:

As a Type II application, has a pre-application conference been held with the City of Newcastle within the past 12 months pertaining to this proposal as required by NMC 19.09.010(A)?

Yes No*

If no, do not submit this application; apply for a pre-application conference.

Date of Pre-application Conference: _____

month date year

Does this proposal reflect the comments provided by the City at the pre-application conference? Yes No

If you answered “No” to the above question, please explain:

Additional Required Submittals: Please confirm that the following additional materials and information are included with this site plan application, either as a hard copy or in electronic format:

Site Plan: A scaled site plan of the property proposed to be developed (of a scale clearly legible) is required. The plan shall be prepared by a professional land surveyor or engineer licensed in the State of Washington. Is the required site plan submitted with this application? Yes No*

Does the site plan include the following information?

1. The location, layout and dimensions of the proposed development; Yes No*
2. Proposed site improvements and structures; Yes No*
3. Any existing structures or site improvements intended to be retained on the site; N/A Yes No*
4. All proposed uses, including existing uses intended to be retained; Yes No*
5. The location of proposed or existing open space, including any required landscaped areas (show areas only; details of proposed vegetation is to be submitted as a separate landscape plan required below); Yes No*
6. The location and identification of critical areas; N/A Yes No*
7. Adjacent streets, access easements and proposed locations and dimensions of driveways providing access to the site; Yes No*
8. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles and emergency vehicle access; Yes No*
9. Location of existing and proposed fire hydrants; Yes No*
10. The number and location of proposed or existing parking spaces on the site, and on streets directly abutting the site; Yes No*
11. The location and size of utilities and drainage systems proposed to serve the site; Yes No*
12. The location and size of water bodies and drainage features, both natural and manmade within 500 feet of the site; N/A Yes No*
13. A layout of sewers and the proposed water distribution system; Yes No*
14. Proposed easements and access; Yes No*
15. The location of all proposed freestanding signage, including pylon signs, monument signs, accessory signs, etc. N/A Yes No*
16. Depictions of easements, deed restrictions and other encumbrances affecting the site. N/A Yes No*
17. Locations of significant trees identified to be retained per NMC 18.16.130. N/A Yes No*
18. The scale, date and north point Yes No*

19. The building setback lines. Yes No*

20. The name, address and seal of the registered engineer or lands surveyor. Yes No*

Elevation Drawings and Floor Plans. A minimum 18-inch by 24-inch drawing of elevations and floor plans as known. Elevation drawings must include post-construction treatment of both occupied and unoccupied areas of the building envelopes, and must show location of any proposed signage on the buildings as specified in master sign plan (see below). Are the required elevation drawings and floor plans submitted with this application?

Yes No*

Master Sign Plan. A master sign plan as specified in NMC 18.20.060, showing proposed locations of signage (both free-standing and on buildings), describing how total allowable signage will be allocated among each tenant space and/or use, and describing any common design elements of signage as proposed by the applicant and/or required by code. Is a master sign plan submitted with this application? N/A Yes No*

Utilities Plan. A minimum 18-inch by 24-inch drawing of a utilities plan showing the location and size of utility trunk lines, lateral lines, water, electric, gas, and telecommunication lines, utility vaults and transformers both existing and proposed to serve the site. Is the required utilities plan submitted with this application?

Yes No

Landscape Plan. A minimum 18-inch by 24-inch drawing of a landscape plan showing existing vegetation to be retained, proposed new vegetation, an irrigation plan, and proposed locations of all utilities, drainage systems and retaining walls in relation to proposed landscaping materials (consistent with separately attached utilities, drainage, and grading plans). Is the required landscape plan submitted with this application?

Yes No*

Grading Plan. A minimum 18-inch by 24-inch drawing of a grading plan showing proposed clearing and tree retention and the existing and proposed topography, including existing and/or proposed retaining walls, detailed to two-foot contours, unless smaller contour intervals are otherwise specified by the City code. Is the required grading plan submitted with this application?

Yes No*

Lighting Plan. A lighting plan showing the location, height and type of all luminaries and security lights in relation to proposed site improvements and landscaping, including photometric details. Is the required lighting plan submitted with this application?

Yes No*

SEPA Checklist. A completed SEPA environmental checklist. N/A Yes No*

Sewer Availability Certificate. Sanitary sewer availability certificate from the Coal Creek Utility District. Yes No*

Water Availability Certificate. Water availability certificate from the Coal Creek Utility District. Yes No*

Existing Encumbrance Documents. Copies of all easements, deed restrictions or other encumbrances restricting the use of the site. N/A Yes No*

Phasing Plan. A phasing plan and time schedule, if the site is intended to be developed in phases. N/A Yes No*

Proposed Restrictions. Draft covenants, conditions and restrictions labeled “CC&Rs” or any other restrictions or easements that may apply. N/A Yes No*

Tree Retention Plan. Are you submitting with this application a significant tree retention plan as defined and required in NMC 18.16.140? N/A Yes No*

Mailing Labels: Two sets of mailing labels for all property owners within 500 feet of any boundary of the site.
Are mailing labels provided: Yes No*

Storm Drainage Review

This project will require a full drainage review per the 2016 King County Surface Water Design Manual (KCSWDM) and is subject to the Low Impact Development (LID) Performance Standard as described KCSWDM section 1.2.9.1. Accordingly, the following information is needed to determine how the project implements or addresses LID measures as specified in KCSWDM Core Requirement #9.

1. A Technical Information Report (TIR) to address TIR Sections 1 – 10 under KCSWDM Section 2.3.1.1.
Is this information provided? Yes No*

2. KCSWDM Figure 1.2.2.A, redlined with explanations for each decision box, including a summary regarding LID measures (core #9) on the site. Is this information provided? Yes No*

3. A Site Improvement Plan as specified in KCSWDM Section 2.3.1.2 that reflects the information contained in the TIR and that demonstrates how LID principles under Core Requirement #9 will be implemented. Is this information provided? Yes No*

Applicant's Statement: I _____ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature: _____ Date: _____