



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032  
Permit Center (253) 856-5302 FAX: (253) 856-6412  
www.KentWA.gov/permitcenter

**Planning Services**

**Site Plan Review Application**

Public Notice Board Fee and Application Fee...See Fee Schedule

**Please print in black ink only.**

**NOTICE: Materials delivered by courier or by mail will not be accepted.**

Application #: \_\_\_\_\_ KIVA #: \_\_\_\_\_  
P.S. OFFICE USE ONLY P.C. OFFICE USE ONLY

Project Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_ Zone: \_\_\_\_\_

King County Parcel Number (s): \_\_\_\_\_ Acres: \_\_\_\_\_

¼ Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ N Range \_\_\_\_\_ E

**Applicant:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Professional License No: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Property Owner 1:** (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**Licensed Land Surveyor:**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

**Agent/Consultant/Attorney:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

Email Address: \_\_\_\_\_



**P.C. OFFICE USE ONLY:**

Date Stamp: \_\_\_\_\_

P.C. Initials: \_\_\_\_\_



# Site Plan Review Application Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A SITE PLAN REVIEW APPLICATION:

NOTE: This list may be refined by staff prior to submittal.

- A. **Site Plan Drawings:** Please provide six copies of the site plan drawings. Site plan drawings shall be on 22 x 34 inch paper unless otherwise approved by the Project Manager or Public Works Development Review Engineer. One 8 ½ x 11 copy of the site plan is also required. The site plan shall contain the following items at a minimum:
1. Engineering Scale: 1"= 20' is generally the preferred scale, while 1"= 50' is the smallest desired scale.
  2. North arrow. North arrows shall either point to the top of the page or to the right side of the page.
  3. The name, address, and telephone number of the person preparing the Site Plan.
  4. Legal description and Assessor's Tax Lot Number for the property.
  5. A vicinity map, with its own north arrow, which clearly shows the site with respect to public streets and other parcels and developments.
  6. All property lines, including lengths and bearings.
  7. All existing and proposed public and private roads. Include dimensions, right-of-way centerlines, painted roadway centerlines and fog lines, curbs and gutters, sidewalks, curve radii, edges of pavement, street lights, junction boxes, catch basins, manholes, fire hydrants, and all other improvements. Include all existing driveways within 200 feet of the property.
  8. All easements (i.e. utility, road, ingress/ egress) on and within 100 feet of the site. Include location and labels.
  9. Existing and proposed water main sizes and locations, including valves, and existing and proposed fire hydrant locations within 600 feet of the site.
  10. Names of owners and developments for all abutting properties.
  11. All manmade or natural features (manmade structures of all kinds, critical areas, drainage ditches, railroad tracks, hills, depressions, trees 6 inches or larger in diameter, slopes, lakes, etc.) on-site or adjacent to the site.
  12. Building setback distances from all property lines and from critical areas such as wetlands, steep or unstable slopes, and Critical Area tracts or easements.
  13. Existing and proposed building locations with square footage and all relevant dimensions including height, and the distances between adjacent buildings.
  14. Location of all existing and proposed on-site utilities: i.e. water lines, stormwater pipes, catch basins and stormwater management systems, gas lines, electricity lines, transformers, telephone lines, etc.
  15. Occupancy uses (warehouse, manufacturing, office, retail sales, etc.). Show mezzanines and use by story as applicable. Include the ITE Land Use Code for the proposed land use when known. See DAB #6-9, *Trip Generation Guidelines*, for additional information about ITE land use codes.
  16. All proposed overhead and man door locations. Indicate dock-high or ground-level loading for all overhead doors.
  17. Emergency vehicle turnaround areas, and the maneuvering paths for a fire truck entering and exiting the site. See DAB #6-4 for additional maneuvering diagram requirements.
  18. Truck Maneuvering Diagrams are required for all commercial and industrial developments. (See the Design and Construction Standards Section 6.6.q Vehicle Maneuvering Diagrams, for additional information).

19. Vehicle loading and unloading areas. Include truck loading and vehicle maneuvering area dimensions.
20. Hard-surfaced areas including compacted earth, gravel surfaces, and paved surfaces (indicate each area separately). Include driveway width(s) and surface materials (asphalt concrete pavement, or cement concrete pavement).
21. Square footage of all existing and proposed impervious surfaces shall be shown.
22. Parking areas and stall locations, widths and lengths of spaces, including handicapped spaces, curbing and wheel stop locations. Include angle of parking, and aisle width from back-of-stall to back-of-stall or to curb lines, etc.
23. Location of sidewalks or walkways. Indicate grades, slopes, and surface types. Indicate all provisions and locations for handicapped access.
24. Location of proposed landscaping areas.
25. Indicate any areas of future development and/or project phasing limits.
26. Location of outside storage areas.
27. Existing and proposed fences including type and height.
28. Trash dumpster location and proposed enclosure.
29. Stormwater ponds, vaults, biofiltration swales, and/or biofiltration strips or other water quality facilities.
30. Show sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions. See the Design and Construction Standards Tables 6.7 through 6.9.

B. **Project Narrative:** Please provide one copy of a clear and concise description of the proposed project that includes the following:

1. Project name, size and location
2. Any known land use permits required for proposed project

3. Zoning designation of the site and adjacent properties
4. Current use of the site and any existing improvements
5. Known Critical Areas (i.e. wetlands, water bodies, steep slopes, floodplains, etc.)
6. Soil types and drainage conditions
7. Proposed use of property and scope of proposed development
8. Proposed point(s) of access
9. Required off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.)
10. Total estimated construction cost and estimated fair market value of the proposed building and/or site work improvements
11. Estimated quantities and type of materials involved if any fill or excavation is proposed
12. Number, type and size of any trees to be removed
13. Explanation of any land to be dedicated to the City
14. Any proposed job shacks, sales trailers, and/or model homes
15. Any proposed deviations being requested (include written justification)
16. For projects located within 100 feet of a stream or wetland, please include distance in feet from the wetland or stream to the nearest area of work

C. **Title Report:** Please provide two copies of a current (within 45 days of application) Title Report documenting ownership, listing all encumbrances of the involved parcel(s), and including all parcels being developed. If the Plat Certificate or Title Report references any recorded documents (i.e. easements, dedications, covenants) two (2) copies of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate, Title Report or recorded documents must be located, identified by type and recording number, and dimensioned on the Site Plan.

- D. **Environmental Checklist (if required):** See Environmental Checklist Application for requirements.
- E. **Tree preservation analysis:** This calculation shall be shown on, or attached to, the site plan and shall indicate the sum of diameter inches of all trees on site six (6) inches or greater in diameter. Include separate calculations for alder and cottonwood trees. The analysis shall also indicate the sum diameter inches of trees to be preserved on site, also with separate calculations for alder and cottonwood trees. See KCC 15.08.240 for tree preservation requirements.
- F. **Wetland delineation report:** If SEPA is **NOT** required, please provide four (4) copies of the wetland delineation report if any wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in City of Kent Development Assistance Brochure #9. In addition, if any alteration to the wetland or buffer is proposed, four (4) copies of a preliminary wetland mitigation plan is also required. See KCC 11.06 for plan content requirements. If SEPA **IS** required, submit all copies with the SEPA application.
- G. **Geotechnical report:** Please provide two (2) copies of the geotechnical report if geologically sensitive areas or associated buffers are located on the subject property. The report must be stamped and dated by a civil engineer licensed and in good standing in the State of Washington. The report must include the information specified in City of Kent Development Assistance Brochure #7.
- H. **Preliminary Stormwater Technical Information Report [Section 2.3 of the 2002 City of Kent Surface Water Design Manual]:** Please provide two (2) copies of a full stormwater Technical Information Report (TIR) stamped and dated by a civil engineer licensed and in good standing in the State of Washington. The following sections shall be included in the TIR:
  1. Project overview
  2. Conditions and Requirements Summary
  3. Offsite Analysis
  4. Flow Control and Water Quality Facility Analysis and Design
  5. Conveyance System Analysis and Design
  6. Special Reports and Studies
  7. Other Permits
  8. ESC Analysis and Design
  9. Bond Quantities, Facility Summaries and Declaration of Covenant
- I. CD-Rom with all documents listed above in electronic format. (PDF)

**All above items and any other material that was previously identified by the City (i.e. at the pre-application meeting) must be submitted at the time of application in order for the application to be accepted as complete.**





# Site Plan Review Application Instructions

Site Plan Review is intended to provide project applicants with the opportunity to vest an entire project to current land use regulations and to obtain early approval of a basic site design. Submittal requirements in this Site Plan Review Application are the minimum required by City review staff to determine whether a site design is able to comply with applicable codes. Individual projects may also be required to submit additional information unique to that project (e.g. design review, variance conditional use, biological evaluation).

Once approved, the Site Plan will provide a context for review of more detailed components of the project.

Kent is required to establish a point at which an application is deemed complete and sufficient for further processing (ref. RCW 36.70B.070), which determines the land use regulations to which the project is vested. Submitting the information required for Site Plan Review will allow for this determination of completeness for the Site Plan depicted in the application.

Site Plan Review is classified a Process I project permit application (KCC 12.01.040).

## I. Pre-Application Meeting

- A. If an applicant elects to submit for a pre-application meeting, the meeting shall precede the submittal of any project permit application and the environmental checklist, if required. A pre-application meeting is designed to bring together the applicant and designated City development application review staff (including, but not limited to, Public Works, Planning, Building, Fire and Parks) to review and discuss a proposed project in its preliminary stages.

- B. See instructions for pre-application meeting for further information.

## II. Period of Validity

Site plan approval will lapse if the project does not move forward. Once approved, the Site Plan will remain valid and vested as long as the applicant continues to submit required applications, requested information and/or corrections on applications under review, or issued permits remain valid and active. The Site Plan will expire and no longer be vested if any period of 180 consecutive days passes in which no information is received by city staff. Two weeks before the 180 day period, the city will notify the applicant of the pending expiration. Site Plan review is not intended for use by projects where there will be long gaps between the development of phases.

**THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE PERMIT PROCESS REVIEW. SEE THE KENT CITY CODE FOR COMPLETE TEXT AND REQUIREMENTS.**

**Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.**

