

MASTER PLANS

GENERAL INFORMATION

Master Plans are required for most uses within the City's Public (P) zoning designation, codified as Mount Vernon Municipal Code (MVMC) Chapter 17.30. Master Plans are processed as Type IV permits under MVMC Chapter 14.05.

EARLY CONSULTATION

Prior to submitting an application, the Applicant shall apply for a Pre-application meeting through the Development Services Department (Department) to discuss the proposed development. The Department will provide assistance and detailed information on the City's land use permitting requirements and standards.

Pre-application meetings are held every Tuesday morning and include representatives from all reviewing City departments to provide comments and direction to Applicants. Applicants may take this opportunity to request a waiver of submittal requirements as outlined in this handout.

COMPLETE APPLICATION REQUIRED

The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

Please note that a pre-submittal meeting with a staff planner is necessary before the items in the submittal checklist (below) can be accepted by the Department. In addition, the items listed below are only for the Land Use review of a project. Most projects will need other permits that will require separate submittals.

OTHER SUBMITTALS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of technical reports that will be required to be submitted to the City when certain circumstances exist on or near a site where an Applicant is seeking a Master Plan. The general triggers for each of the listed technical reports is provided below.

- A. CRITICAL AREA REPORTS:** In general, Critical Area reports are required when wetlands and/or streams are located on or near a site. Critical Area Mitigation plan(s) could also be required, depending on the project proposal. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- B. GEOTECHNICAL REPORT:** In general, Geotechnical Reports are required when work is proposed on or near slopes in excess of 15% and/or known landslide hazard areas. See Mount Vernon Municipal Code Chapter 15.40 for additional information.

OTHER PERMITS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of other permits/processes that are generally required to be submitted with Master Plans.

- A. TRANSPORTATION CONCURRENCY:** Transportation concurrency is required any time a project will generate more than 5 PM peak trips and requires 3rd party review. Cost for 3rd party review will be assessed to the applicant.
- B. SEPA:** The term SEPA stands for State Environmental Policy Act, Chapter 197-11 Washington Administrative Code (WAC) adopted by our State Legislature in 1971. SEPA was designed to ensure: 1) that environmental values were considered during decision making by state and local agencies, 2) that adequate and timely environmental information is gathered and provided to decision makers, and 3) that public involvement is included in the decision making process. SEPA requires the identification and evaluation of probable impacts to all elements of our built and natural environment.

PROCESS AND TIMING

The time it takes to complete the Master Plan approval process depends on how complex the application is and how quickly and completely responses are received from the Applicant when the Department asks for clarifications or additional information.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS FOR MASTER PLANS

An applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant’s request, and either approve or disallow the waiver, in writing.

One paper copy and one copy in an electronic format (complying with the City’s Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**. Application fees are required to be paid when an application is submitted to the City. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

FORMS REQUIRED TO BE COMPLETED

The Master Land Use and Site Plan forms are required to be downloaded from the City’s permit portal at:
<https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home>

MASTER LAND USE & AGENT AND AUTHORIZATION (IF APPLICABLE) FORMS
 These are forms on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. The current owner(s) of the land must provide their notarized signatures on this form.

SITE PLAN REQUIREMENTS FORM
 This form contains a list of the items required to be contained in a code compliant site plan.

REQUIRED TECHNICAL REPORTS/MATERIALS

DRAINAGE REPORT
 A stormwater report that shows the proposed method(s) for receiving, handling, transporting surface water within the subject property in a manner consistent with the City’s adopted stormwater standards. Drainage Reports are to be drawn to scale and stamped by a State of Washington licensed civil engineer.

CRITICAL AREA ASSESSMENTS
 At the pre-application meeting planning staff will determine if wetland, stream, habitat, or geotechnical reports will be required as part of the SEPA process

PLANS PREPARED BY QUALIFIED PROFESSIONALS

SITE PLANS
 A plan drawn by a State of Washington licensed architect, engineer, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:

- a. Scale, north arrow, and legal description;
- b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements;
- c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees;
- d. Landscaped areas and irrigation meters;
- e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands;
- f. Off-street parking layout and driveways;
- g. Grading plan showing proposed and existing contours and site elevations;
- h. Lighting and sign structures (new and existing);
- i. Location and proposed screening of garbage containers and recycling storage;
- j. Fire hydrant locations (new and existing) within three hundred feet (300') of building;
- k. Existing utilities and connection to existing and/or new utilities;
- l. The horizontal and vertical control datum shall be clearly shown;
- m. All wells and septic systems located on or near the project site shall be identified;
- n. General notes addressing the following:
 - i. Name of the project,
 - ii. Name, address, and telephone number of owner and agent(s),
 - iii. Zoning and Comprehensive Plan designations of the site,
 - iv. Area, in square feet and acreage, of the project site,
 - v. Reference to the current Building Code,
 - vi. Proposed use, occupancy group, construction type, and number of units in each building,
 - vii. Square footage and height of each individual building,
 - viii. Percentage of lot coverage and square footage of all landscaping,

- ix. Proposed building setbacks,
- x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping.

ARCHITECTURAL ELEVATIONS

A 24-inch by 36-inch fully dimensioned architectural elevation plan drawn at a scale of one-fourth inch equals one foot (1/4" = 1') or one-eighth inch equals one foot (1/8" = 1') (or other size or scale approved by the Building Official) clearly indicating the information required by the "Permits" section of the currently adopted International Building Code and Chapter 19.27 RCW (State Building Code Act, Statewide amendments), including, but not limited to, the following:

- a. Existing and proposed ground elevations;
- b. Existing average grade level underneath proposed structure;
- c. Height of existing and proposed structures showing finished roof-top elevations based upon site elevations for proposed structures and any existing/abutting structures;
- d. Building materials and colors including roof, walls, any wireless communication facilities, and enclosures;
- e. Fence or retaining wall materials, colors, and architectural design;
- f. Architectural design of on-site lighting fixtures; and,
- g. Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening.

LANDSCAPE PLANS

A general schematic plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that clearly indicates the following:

- a. Location of proposed buildings, parking areas, access and existing buildings to remain;
- b. Names and locations of abutting streets and public improvements, including easements;
- c. Existing and proposed contours at five foot (5') intervals or less;
- d. Location and dimensions of planting areas;
- e. Location and height of proposed berming;
- f. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;
- g. Areas of proposed landscaping;
- h. Areas of existing landscaping, with designations of "to remain", or "to be removed";
- i. Proposed types of landscaping or general plant names; and,

Calculations showing that the correct amount and dimensions of landscaping is being installed on the site per MVMC 17.93.

SURVEY

A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot (1') in ten thousand feet (10,000'). Shall be accompanied by a complete survey of the section or sections in which the plat or re-plat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or re-established corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. Horizontal control datum shall be that which is stipulated by WAC 332-130-060.

OTHER ITEMS

TITLE REPORT

A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. **COPIES OF ALL THE ENCUMBRANCES LISTED WITHIN THE CERTIFICATE OR REPORT SHALL BE PROVIDED.**

PROJECT NARRATIVE

A clear and concise description and summary of a proposed project, including:

- a. Project name, size and location of site;
- a. Zoning and Comprehensive Plan designations of the site and adjacent properties;
- b. Current use of the site and any existing improvements;
- c. The proposed number, size, and density of the new lots;
- d. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature;
- e. Statement addressing soil type and drainage conditions;
- f. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);
- g. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
- h. Total estimated construction cost and estimated fair market value of the proposed project;
- i. Estimated quantities and type of materials involved if any fill or excavation is proposed;
- j. Number, type and size of trees to be removed; and,
- k. Explanation of any land to be dedicated to the City.

PROJECT JUSTIFICATION

Means a written description and associated mapping setting forth the reasons in favor of the application and addressing permit specific evaluation criteria found in Mount Vernon Municipal Code. For Master Plans following are the evaluation criteria that shall be addressed:

- a. The proposal is compatible with the intent of the comprehensive plan for the City.
- b. The proposal shall be compatible with the surrounding neighborhood.
- c. The surrounding neighborhood would not be negatively impacted by the size, arrangement or architectural design of the proposed use.
- d. Traffic patterns are not severely impacted.
- e. Public facilities are available to serve the proposed development.
- f. The proposal has no materially detrimental effects on neighboring properties due to excessive noise, lighting or other interference with the peaceful use and possession of said neighboring properties.
- g. The proposal has been designed to minimize adverse effects on neighboring properties;
- h. Landscaping materials are provided in sufficient quantities and locations to screen objectionable views, break up large parking areas and present an aesthetically attractive appearance.
- i. The Master Plan complies with setbacks, lot coverage, height, landscaping, parking, and infrastructure standards contained in the MVMC.