

## SITE PLAN APPROVAL

**GENERAL INFORMATION:** The City's site plan approval process is codified in Mount Vernon Municipal Code Chapter 17.90 and is a process that is required to be completed before construction permits are submitted for the following types of projects:

- Construction permits for commercial, industrial, or public buildings or activities
- Construction permits for multi-family residential buildings with five or more dwelling units

Site plan approval is a Type I permit (MVMC 14.05.060) that allows an applicant to move forward with project design after having important aspects like setbacks, parking counts, landscaping and density limitations of a project reviewed and approved by the City. This approval process allows building, fire, and planning to coordinate their reviews before an Applicant spends too much time or money designing buildings or infrastructure.

**This Site Plan Approval is different than the one page site plans that Architects and Engineers are accustomed to submitting with Fill & Grade or Building Permits. This permit will require submittal of a multi-page document that will contain far more information than a site plan submitted as part of a construction permit would.**

**EARLY CONSULTATION:** Prior to submitting a Site Plan Approval application, the Applicant shall apply for a 'pre-application meeting' through the Development Services Department (DS) to discuss the project and the materials that will need to be submitted to the City by the applicant.

The City will provide assistance and detailed information regarding requirements and standards. In addition to the pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project.

**COMPLETE APPLICATION REQUIRED:** The City will not accept a Site Plan Approval 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.

**APPLICATION REVIEW:** Applicants are required to bring one copy of the application package for informal review by DS staff prior to formal application and fee payment to ensure the application is complete. Please call the DS department to arrange a convenient time.

**SUBMITTAL REQUIREMENTS & ITEMS ACCOMPANYING THIS HANDOUT:** One paper copy (plans are required to be to-scale and be a minimum size of 11"x 17") and one copy in an electronic format (complying with the City's Electronic Document Requirements) of each of the submittal items listed on the table on pages 2 and 3, is required to be submitted to the City.

## SUBMITTAL REQUIREMENTS - SITE PLAN APPROVAL

One paper copy (required to be to-scale and no less than 11" by 17") and one copy in an electronic format (complying with the City’s Electronic Document Requirements) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**.

**1. FEES**

Application fees must 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.

**2. MASTER LAND USE FORM** – this form must be downloaded from the City’s Permit Portal that can be accessed by clicking [HERE](#)

**3. PROJECT NARRATIVE**

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

- a. Project name, size and location of site
- b. Zoning and Comprehensive Plan designations of the site and adjacent properties
- c. Current use of the site and any existing improvements
- 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
- k. Explanation of any land to be dedicated to the City
- l. The FEMA Flood Zone designation from a Flood Insurance Rate Map along with its associated Community Panel Number and Effective Date

**4. SITE PLAN** – see the attached checklist of items required to be included on submitted site plans

**5. DRAINAGE SUMMARY MEMO**

A memo summarizing the proposed strategy for managing stormwater for the proposal. In lieu of this the Applicant can submit a complete Drainage Report.

**6. CRITICAL AREA REPORTS – AS DETERMINED BY STAFF BASED ON SITE SPECIFIC CONDITIONS, AS FOLLOWS**

- |                              |                              |                             |
|------------------------------|------------------------------|-----------------------------|
| Geotechnical Report:         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Habitat/Wildlife Assessment: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hydrogeologic Study:         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stream Study:                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wetland Assessment:          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**7. 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. **Copies of all the encumbrances listed within the certificate or report shall be provided.**