



**SITE PLAN REVIEW
TYPE I, II, III & FINAL
CHECKLIST**
210 E 4th Street, LaCenter, WA
98629
Tel: 360.263.3654
www.ci.lacenter.wa.us

OFFICE USE ONLY
PERMIT NUMBER

SUBMITTAL CHECKLIST

A. PURPOSE (18.215.010)

The purpose of site plan review approval is to ensure compatibility between new developments, existing uses and future developments in a manner consistent with the goals and objectives of the comprehensive plan in order to create healthy and safe conditions. Site plan review approval is required according to the provisions of this chapter in order to promote developments that are harmonious with their surroundings and maintain a high quality of life for area residents, to ensure that new developments are planned and designed to protect privacy, to determine appropriate lighting and noise mitigation measures, and to ensure adequate and safe access. Site plan approval is required for all developments as specified in this title. If you have any questions after reading through this information, please contact the Community Development Department staff at 360.263.3654

Applicability (18.215.020)

The provisions of this chapter shall apply to all changes of use, new construction, expansion or alteration of the use of land unless expressly exempted by this title. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown upon an approved plan which is in conformance with the requirements set out in this title.

Site Plan Review Types & Procedures (18.215.040)

(1) Site plan reviews shall be classified and processed as follows:

(a) Building Permit Reviews. These types of reviews shall be processed as a Type I land use action. The site plan reviews are typically relatively minor in nature, consistent with the zoning of surrounding land uses and do not have a substantial impact on the natural and built environment. The following are classified as Type I site plan reviews:

(i) Changes in use of an existing structure or site;

(ii) New construction or expansions of existing construction which do not exceed:

an applicant may agree in writing to extend that time and may provide additional information within that time at the request of the city. The decision shall include a brief summary of the relevant facts and applicable standards for the application and of how the application complies with those standards based on the facts and evidence, including any conditions of approval.

(2) Notice of the Decision. Within seven calendar days after issuing a decision regarding an application subject to a Type I process, the city clerk shall mail a copy of the decision to the applicant and applicant's representative(s).

(3) Appeal and Post-Decision Review. The applicant may appeal the decision pursuant to LCMC [18.30.130](#) or may apply for post-decision changes pursuant to LCMC [18.30.150](#)

Type II Procedure (18.30.090)

(1) Notice of Application. Within 14 calendar days after the date an application subject to Type II review is accepted as technically complete, the city clerk shall mail a written notice of the application as provided in LCMC [18.30.120](#).

(2) Comments. The city clerk shall mail to the applicant a copy of comments timely received in response to the notice together with a statement that the applicant may respond to the comments within 14 calendar days from the date the comments are mailed.

(3) Decision.

(a) Within 56 calendar days after the date an application subject to a Type II process is accepted as technically complete, the review authority shall issue a decision that approves, approves with conditions, or denies the application; provided, an applicant may agree in writing to extend that time and may provide additional information within that time at the request of the city.

(b) The decision shall include a brief summary of the relevant facts and applicable standards for the application and a summary of how the application complies with those standards based on the facts and evidence, including any conditions of approval.

(4) Notice of Decision. Within seven calendar days after issuing a decision, the city clerk shall mail notice of the decision as provided in LCMC [18.30.120](#).

(5) Appeal and Post-Decision Review. A final decision regarding an application subject to Type II process can be appealed pursuant to LCMC [18.30.130](#) and can be amended by post-decision changes pursuant to LCMC [18.30.150](#)

Type III

Procedure (18.30.100)

(i) That the hearing is continued. If the hearing is continued to a place, date and time certain, then additional notice of the continued hearing is not required to be mailed, published or posted. If the hearing is not continued to a place, date and time certain, then notice of the continued hearing shall be given as though it was the initial hearing.

(ii) That the public record is held open to a date and time certain. The hearings examiner shall state where additional evidence and testimony can be sent, and shall announce any limits on the nature of the evidence that will be received after the hearing.


(iii) That the application(s) is/are taken under advisement, denied, approved, or approved with conditions, together with a brief summary of the basis for the decision, and that a final order will be issued as provided in this section; provided, the hearings examiner shall not make a final decision regarding the application(s) until at least 15 calendar days after the SEPA threshold determination under Chapter [18.310](#) LCMC is made.


(5) Decision. Within 14 calendar days after the date the record closes regarding a given application(s), the hearings examiner shall submit to the city clerk a written decision regarding that application(s). The decision shall set out the relevant facts and applicable standards for the application(s) and a summary of how the application(s) complies with those standards based on the facts and evidence, including any conditions of approval.


(6) Notice of Decision. Within seven calendar days of the date of the decision, the city clerk shall mail a notice of decision as provided in LCMC [18.30.120](#).


(7) Appeal and Post-Decision Review. A final decision regarding an application subject to Type III process can be appealed pursuant to LCMC [18.30.130](#) and can be amended by post-decision changes pursuant to LCMC [18.30.150](#).

APPLICATION REQUIREMENTS FOR ALL REVIEWS:

 **1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including the Reimbursement Form: The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application.

 **2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and Related Expenses form.

 **3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.

 **4. SUBMITTAL PACKET:** Submit one (1) paper copy of the application packet and one electronic copy (CD or Thumb drive)

- (iv) Proposed building and landscape setbacks;
- (v) Proposed project-phasing boundaries, if applicable;
- (vi) Legend indicating total site area, the total square footage of proposed building or structures including percentage of total site area, the total square footage amount of impervious area square footage including percentage of total site area, the total square footage amount of on-site landscaping including percentage of total site area, the total amount of dedicated parking area including percentage of total site area, the proposed number of parking spaces including the number of standard parking spaces, the number of compact parking spaces and the number of handicapped-accessible parking spaces. The required number of parking spaces should also be indicated;
- (vii) Location of proposed access points including vehicular driveways and designated pedestrian access points including the proposed depth of the vehicular driveway throats;
- (viii) Location and dimensions of proposed on-site parking areas including required parking landscaping islands and indicating whether proposed parking is standard, compact or handicapped-accessible. Demonstrate compliance with applicable state and federal guidelines including, but not limited to, adequate sizing, the provision of handicapped access ramps and appropriate labeling and signing. On-site cross-aisles and circulation areas shall be indicated including their dimensions;
- (ix) Location and dimensions of proposed on-site pedestrian connections between the public street and buildings, between on-site buildings, between on-site buildings and on-site or off-site parking areas;
- (x) Location and size of off-site parking areas, if applicable, including details on the number and type of off-site parking spaces and existing or proposed cross-aisles and circulation areas including dimensions;
- (xi) Location, centerline and dimensions of proposed on-site public or private streets and public and private easements;
- (xii) Location, centerline and dimensions of proposed dedications, and identification of proposed frontage improvements including roadway improvements, curb and gutter installation, landscaped planter strip installation and public sidewalk installation;
- (xiii) The location and dimensions of loading and service areas, recreational or open space features, aboveground utilities, existing structures to be retained on the site and their distance from the property line, proposed structures (including signs, fences, etc.) and their distance from property lines and the size and location of solid waste and recyclable storage areas;
- (xiv) Specialized site treatments including but not limited to pedestrian plazas, heavy duty paving, concrete score patterns, bicycle parking and outdoor seating areas;

(k) Proposed phasing plans do not exceed six years and all required public infrastructure is installed in the first phase of the development.

- ☒ **18. CLARK-COWLITZ FIRE RESCUE:** Clark-Cowlitz Fire Rescue (CCFR) collects a separate pre-application fee to cover their participation in the City's pre-application conference. Proof that the CCFR fee has been paid shall be submitted with this application. The conference will not be scheduled until this has been completed.

CCFR application website - [Clark Cowlitz Fire & Rescue \(geocivix.com\)](http://ClarkCowlitzFire&Rescue.geocivix.com)

- ☐ **19. FINAL SITE PLAN:** Where a site plan is issued subject to conditions that require the submittal of additional materials or changes to existing plans, the director may require that the applicant submit for final site plan approval to determine if the revised plans comply with the conditions of site plan approval. Final site plans shall be considered as Type I applications

E. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

- ☒ **Site Plan Review Type I**

\$380.00 + 85 per lot or per 1,000 square feet

- ☐ **Site Plan Review Type II**

\$700.00 + 85 per lot or per 1,000 square feet

- ☐ **Site Plan Review Type III**

\$900.00 + 85 per lot or per 1,000 square feet

- ☐ **Final Site Plan Review**

\$160.00 + 85 per lot or per 1,000 square feet

☒ **Cost recovery** (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. This fee is applicable as part of a land use action or development review (i.e.: traffic study, preliminary/final plat review)

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of La Center as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of La Center, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of La Center may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.

5/19/2025

Applicant's Signature

Date

Emma Cotten

Print Applicant's Name



AGREEMENT TO PAY PROFESSIONAL, PROJECT REVIEW, INSPECTION AND RELATED EXPENSES

THIS AGREEMENT is entered into by and between the City of La Center, a Washington municipal corporation, and Applicant
Emma Cotten concerning the following project:

Project Address: 2706 NW LaCenter RD, Ridgefield, Washington 98642

Parcel #: 209705000

Project/Permit Review: _____

Applicant recognizes that the City is obligated by state law and the La Center Municipal Code to provide a complete review of land use and development applications, including all technical support documents, to determine compliance with all applicable approval standards. The City is also authorized to recover from applicants the actual cost of performing land use and technical plan and project reviews including, but not limited to, engineering, project inspections, planning, and legal peer review. The costs of internal and outsourced review will be charged on an actual time and materials basis, plus administrative fees, as approved by City Council Resolution No. 13.372. To recover actual costs, the City will invoice the Applicant monthly for the costs of all internal and all outsourced review for this project. Payment is due by the Applicant within 30 days.

Applicant hereby agrees to pay the City's actual (time and materials) pertaining to reviews associated with the above named for land use review, engineering review, plan review, peer review, inspection and associated fees associated with or for the above-mentioned project. The Applicant further agrees to any delay in the issuance of a final decision on the Project until the Applicant has paid or kept current all of the City's review costs as provided and billed. Unpaid balances shall bear interest at the rate of ten percent (10%) interest per annum.

Any dispute that arises over the interpretation or application of this Agreement shall be resolved by the Clark County Superior or District Courts. The prevailing party shall be entitled to recover attorneys' fees and costs.

IT IS SO AGREED:

APPLICANT

BY: Emma Cotten

TITLE: Authorized Agent for Tower Owner

DATE: 5/19/2025

CITY OF LA CENTER

BY: _____

TITLE: _____

DATE: _____