



**SITE PLAN REVIEW  
TYPE I, II, III & FINAL  
CHECKLIST**  
210 E 4<sup>th</sup> Street, LaCenter, WA  
98629  
Tel: 360.263.3654  
[www.ci.lacenter.wa.us](http://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:

(A) Four thousand square feet of additional floor area;

(B) Twenty new parking spaces;

(C) Four new multifamily residential units.

(b) Development Reviews. These types of site plans shall be processed as a Type II land use action. These types of reviews are typically more substantial in nature and may have potential incompatibility with surrounding zoning or land uses or may have a more substantial impact on the natural and built environment. The following are classified as Type II site plan reviews:

(i) Any development which is not listed as a Type I site plan in subsection (1)(b) of this section or listed as exempt under LCMC [18.215.030](#);

(ii) Any development subject to SEPA pursuant to Chapter [18.310](#) LCMC, Environmental Policy.

(c) Binding Site Plan Reviews. Binding site plans shall be processed as a Type II land use action. A binding site plan functions as an alternative to dividing commercial or industrial property through the platting process by designating a specific use and configuration and binding that to the site through a restrictive covenant. A binding site plan is required for any proposal which involves the division of commercial or industrial property for the purposes of sale, lease or transfer of ownership without completing the platting process pursuant to this title and Chapter [58.17](#) RCW. Binding site plans shall be completed consistent with the requirements and provisions of RCW [58.17.035](#) and this chapter:

(i) Binding site plans shall be valid for the same period as a normal site plan. If the development has not been completed within the time frame, the binding site plan shall expire and a notice recorded to such effect.

(ii) Revisions to binding site plans are permitted so long as any revisions complete a site plan review process and are consistent with the regulations in effect at the time of application for revisions.

(iii) If a binding site plan expires or is vacated the parcel boundaries shall return to the original configuration.

(iv) Vacation of a binding site plan shall be subject to a Type II review process and shall require the signatures of all current owners of the parcels involved.

(2) If a site plan review is part of an overall application (i.e., CUP) that is subject to a higher review process, the site plan review shall be considered in conjunction with the overall application.

#### **Type I Procedure (18.30.080)**

(1) Within 21 calendar days after the date an application subject to a Type I 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. 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)**

(1) Hearing. An application subject to a Type III process will be considered at one or more public hearings before a city hearings examiner. The city clerk shall schedule a public hearing for an application within 78 calendar days after the date the city found the application was technically complete.

(2) Notice of Hearing. At least 14 calendar days before the date of the hearing, the city clerk shall mail public notice of the hearing as provided in LCMC [18.30.120](#). At least 10 days before the date of the hearing, the city clerk shall cause notice of the hearing to be published and posted as provided in LCMC [18.30.120](#).

(3) Staff Report. At least seven calendar days before the date of the hearing, the director shall issue a written staff report regarding the application(s). The staff report shall set out 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. The city clerk shall mail a copy of the staff report to the hearings examiner, the applicant, and the applicant's representative(s) and other parties who request it. Copies of the staff report also shall be available at City Hall seven days prior to the hearing and at the public hearing.

(4) Public Hearings. Public hearings shall be conducted in accordance with the rules of procedure adopted by the hearings examiner, except to the extent waived by the hearings examiner. A public hearing shall be recorded on audio or audiovisual tape.

(a) At the beginning of the hearing, the hearings examiner shall:

(i) State that testimony will be received only if it is relevant to the applicable standards and is not unduly repetitious;

(ii) Identify the applicable standards;

(iii) State that a witness may request that the hearings be continued or that the record be kept open for a period of time;

(iv) State that the hearings examiner must be impartial and whether the hearings examiner has had any ex parte contact or has any personal or business interest that could affect his impartiality regarding an application. The hearings examiner shall allow witnesses to challenge his or her impartiality;

(v) State whether the hearings examiner has visited the site;

(vi) State that persons who want to receive notice of the decision may sign a list for that purpose at the hearing and indicate where it is kept; and

(vii) Summarize the conduct of the hearing and the order of testimony.

(b) At the conclusion of the hearing on each application, the hearings examiner shall announce one of the following actions:

(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)

☐ **5. EXISTING CONDITIONS PLAN:** Submit an existing conditions plan drawn to a minimum scale of one inch equals 200 feet on a sheet no larger than 24 inches by 36 inches and including one reduced 11-inch by 17-inch copy. The existing conditions plan shall at a minimum indicate the following:

- (i) Vicinity map showing location of subject site within the city of La Center and the surrounding existing street system;
- (ii) Property boundaries, dimensions and size of the subject site;
- (iii) Graphic scale of the drawing and the direction of true north;
- (iv) Zoning and uses of subject site and of properties within 100 feet of the subject site;
- (v) Current structural or landscaped setbacks;
- (vi) Location of on-site driveways and access points within 100 feet of the subject site;
- (vii) Location of existing on-site structures and the approximate location of existing structures within 100 feet of the site;
- (viii) Location of existing aboveground electrical, telephone or utility poles and traffic control poles;
- (ix) Location of existing fire hydrants;
- (x) Location of existing structures within 100 feet of the site;
- (xi) Location, centerline and dimensions of existing public rights-of-way and easements on-site and within 100 feet of the site;
- (xii) Location, centerline and dimensions of existing private streets on-site and within 100 feet of the site;
- (xiii) Approximate on-site slopes and grades within 100 feet of the site;
- (xiv) Approximate location of significant natural conditions such as rock outcroppings, floodplain, drainage patterns and courses, slopes in excess of 25 percent, unstable ground, high seasonal water table or impermeable soils, areas of severe erosion potential, areas of weak foundation soils, areas of significant wildlife habitat, areas of known or suspected historic, cultural or archaeological resources and the location of trees or clusters of trees having a diameter of six or more inches measured four feet above grade;

☐ **6. SITE PLAN:** Submit a site plan to a minimum scale of one-inch equals 200 feet on a sheet no larger than 24 inches by 36 inches and including one reduced 11-inch by 17-inch copy. The site plan shall at a minimum indicate the following:

- (i) Property boundaries, dimensions and size of the subject site;(ii) Location, dimensions and height of proposed buildings;(iii) Location of building accesses;
- (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;

**7. UTILITIES PLAN:** Preliminary utilities plan indicating the proposed location, size, connection points to existing public systems, and terminus points for sanitary sewer, water and stormwater drainage and control. Stormwater information shall be provided in conformance with Chapter 18.320 LCMC and shall indicate compliance with all applicable standards of LCMC Titles 13 and 15. Public and private easements for sanitary sewer, water and stormwater shall also be indicated;

**8. PRELIMINARY LANDSCAPE PLAN:** Landscape plan indicating the location of proposed vegetation, the common and botanical name of the proposed vegetation, the initial planting size (height or gallon) and the mature planting size, and proposed methods of irrigation, if any. Landscaping proposed in and around buildings, on the perimeter of the site and within proposed parking areas shall be indicated. In addition, street trees or other forms of landscaping within the public rights-of-way shall be indicated;

**9. ARCHITECTURAL ELEVATIONS:** Architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions and structural heights;

**10. LIGHTING PLAN:** Lighting plan indicating the location, height and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted);

**11. LEGAL DESCRIPTION:** Legal description for the parcel(s) in question

**12. CURRENT OWNERS DEED:** Most recent conveyance document (showing current ownership; deed)

**13. SEPA CHECKLIST:** State Environmental Policy Act (SEPA) checklist, completely filled out in ink or type and signed, if applicable;

**14. TRAFFIC STUDY:** Traffic study, if applicable;

**15. SIGN PLAN:** Sign plan(s) (if applicable);

**16. PRE-APPLICATION CONFERENCE REPORT:** Copy of pre-application conference report and any other items requested in the pre-application conference report, if completed

**17. NARRATIVE:** Provide a narrative addressing applicable approval criteria listed in the Pre-Application Conference Report (if applicable). Address the following criteria for the site plan approval:

(1) In approving site plans, it shall be the responsibility of the planning director or his designee to review each plan for compliance with all provisions of this chapter and any other applicable regulations that may affect the final plan as submitted or revised.

(2) In reviewing a site plan for approval, the director shall find that all of the following have been met:

(a) The proposed plan shall meet all applicable provisions of this title and other appropriate provisions of the La Center Municipal Code; the following are enumerated to indicate the various requirements under which a plan must be found consistent. Failure to meet any one of these, and other requirements not necessarily specified here, shall be grounds for denial of site plan approval.

(b) The proposed use is permitted within the district in which it is located.

(c) The proposal meets the lot, yard, building, height and other dimensional requirements of the district within which it is located.

(d) The proposal meets the screening, buffering and landscape strip requirements, as set forth in LCMC [18.245.060](#).

(e) Minimum parking and loading space requirements are met, as required by Chapter [18.280](#) LCMC.

(f) All applicable conditions and criteria contained in other titles of the La Center Municipal Code are met.

(g) Improvement requirements are provided in accordance with the applicable sections of the La Center development code.

(h) All conditions of any applicable previous approvals (i.e., CUP) have been met.

(i) Development subject to site plan review has provided underground public and private utility lines including but not limited to those for electricity and communication.



- (j) Public water, sewer and stormwater lines have been installed in conformance with the standards of the city code. Public water, sewer and stormwater lines within or along the frontage of a development have been extended to the extreme property lines of that development unless it can be demonstrated to the city engineer that such extensions are impractical, infeasible or inappropriate.
- (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 Ridgefield 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 LaCenter, 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 LaCenter may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name