



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone:
(253) 929-1110

Website:
https://www.pacificwa.gov

SITE DEVELOPMENT
Permit Application and Checklist
Type I (No SEPA Required)

APPLICATION

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

Name of Proponent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Address of Proponent: \_\_\_\_\_ City / State: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Address of Contact: \_\_\_\_\_ City / State: \_\_\_\_\_

Relationship of Applicant to Property: [ ] Owner [ ] Contract Purchaser [ ] Lessee [ ] Other: \_\_\_\_\_

If signatory is not listed as the owner in the title report, or if the signatory is signing on behalf of an entity, documentation authorizing the signatory to sign on behalf of the individual or entity shall be provided as a separate letter or email.

Project Address or Project Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Size (Acreage): \_\_\_\_\_

Present Use: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Project Description: \_\_\_\_\_

[ ] Grading

Cut: \_\_\_\_\_ CY Fill: \_\_\_\_\_ CY TOTAL: \_\_\_\_\_ CY

[ ] Site Development

Proposed New Impervious Surface: \_\_\_\_\_ SF Proposed New Building Size: \_\_\_\_\_ SF Proposed New Parking Stalls: \_\_\_\_\_ Total

I certify that the information contained in and with this application is true, correct and complete under the penalty of perjury by the laws of the State of Washington. All legal property owner(s) who own land subject to this permit shall sign below.

Legal Property Owner/Authorized Representative Signature Printed Name Date

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# SITE DEVELOPMENT

## Permit Application and Checklist

### Type I (No SEPA Required)

## CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in its review of your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Planning and Community Development at (253) 929-1110.

***For Office Use Only***

**Date Submitted:** \_\_\_\_\_ **Date of Pre-App. Meeting:** \_\_\_\_\_ **Pre-App Number:** \_\_\_\_\_

SUBMITTAL REQUIREMENTS		Applicant	Staff
1	Payment of all required fees - Cash or Check only		
2	Completed Fee Obligation Form		
3	Completed Site Development Application Form (this form)		
4	Full legal description of the subject property is provided.		
5	Two (2) full-size hardcopy sets of civil engineering plans		
6	A dimensioned site plan drawn to scale showing the following: <ul style="list-style-type: none"> <li>a) Full lot boundaries with adjacent street names</li> <li>b) Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes.</li> <li>c) Proposed landscaping (size, species, location, planting details, and distance apart meeting PMC requirements)</li> <li>d) Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features</li> <li>e) All existing trees over 8" in diameter by species and an indication of which will be saved</li> <li>f) The gross floor area and parking calculations (cite applicable city code);</li> <li>g) Existing and finished grades at 10' contours</li> <li>h) Storm drainage, sidewalks, exterior lighting</li> <li>i) Location of all proposed structures</li> <li>j) Set to engineering scale of 1' = 10", 1' = 20", 1" = 30" or other scale approved by the City.</li> </ul>		