



## Site Plan

The following checklist identifies required information for site plan review submittals.

To begin the formal site plan review process, please submit a completed application request on a form provided by the Development Services Department for that purpose, any required fee, plans and all other information required by the City. Make sure all application forms are signed.

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. Place a check mark in each box to indicate the item was submitted. 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 items not provided.

### **Submittal Requirements**

1.  **COVER SHEET – 1 paper copy and PDF** – A coversheet listing the contents of the application package should follow the above information; \_\_\_
2.  **SUMMARY APPLICATION FORM – 1 paper copy and PDF** – The application form shall be completed and the applicant shall sign original copy in ink; \_\_\_
3.  **APPLICATION FEE** – The fee for site plan review and associated application review shall accompany the application; \_\_\_

Site Plan Type 1 - **\$443.00** Pre-application fee: \$443.00 (subtracted from fee taken at the time of the site plan submittal).

Site Plan Type 2 - Fee at time of site plan submittal: **1% of proposed development valuation** (total fee not to exceed \$5,000.00). Pre-application fee: \$443.00 (subtracted from fee taken at the time of the site plan submittal).

4.  **NARRATIVE - 1 paper copy and PDF** – A written narrative shall be submitted that describes the existing conditions and proposed project in detail. The narrative must include all information about the proposed and existing: land use, size, landscaping, screening, lighting, noise, structure(s), structural changes, accessibility upgrades, hours of operation, and capacity (storage, students, etc.) of the project. (OHMC 19.48.037 & 19.48.050); \_\_\_
5.  **SITE PLAN – 1 plan set – (24X36) \_\_\_**  
**PDF file (CD with all project documents) \_\_\_**

## **A. GENERAL INFORMATION** \_\_\_\_

- \_\_ **Page border**
- \_\_ **Title block** – include the drawing title, scale (site plan shall be at an engineering scale 1"=20'; 1"=30'; 1"=40'; or 1"=50'), revision number, north arrow and date;
- \_\_ **Project name;**
- \_\_ **Project contacts** – name, address and phone number of owner, developer, design professionals (list respective City of Oak Harbor, State Contractor license numbers);
- \_\_ **Address of property** – street address of property;
- \_\_ **Legal description** – as provided by the Island County Assessor's office;
- \_\_ **Parcel number** – as provided by the Island County Assessor's office;
- \_\_ **Parcel map** – showing all adjacent parcels;
- \_\_ **Vicinity map** – include streets and surrounding landmarks within 500 feet of the property or enough information to easily locate the site on a large City map;
- \_\_ **Existing zoning** – current land use designation;
- \_\_ **Project density** – number of units per gross acre;
- \_\_ **Project phasing** – indicate buildings / number of units for each phase;
- \_\_ **Number of units – (where applicable)**
- \_\_ **Square footage of each structure** – include all usable space on all levels;
- \_\_ **Type of construction** – per building code 2015 IBC Chapter 6;
- \_\_ **Occupancy group and use** – per building code 2015 IBC Section 302;
- \_\_ **Building height and area** – per building code requirements and provide calculations for height and/or area increases when applicable;
- \_\_ **Parking** – provide required and provided parking calculations for both standard and accessible spaces;
- \_\_ **Exterior building finish materials** – indicate materials, color and texture of exterior surfaces (i.e. re-sawn wood, scored concrete, block, composite, etc.);

## **B. SITE INFORMATION** \_\_\_\_

- \_\_ **Location of property lines**– indicate exterior property lines with a bold solid line and interior property lines with long dashed lines;
- \_\_ **Topographic contour lines** - show both existing and proposed, at no more than five-foot intervals, extending a minimum of ten feet beyond the property line. The interval should be such that the existing and proposed slopes of the property can be determined on the drawing. Proposed contours shall show ties to existing contours. Show spot elevations as needed;
- \_\_ **Easements** – show all existing, proposed, public, private easements and assessor's file numbers. Dimensions shall be clearly shown on the plans;
- \_\_ **Building setbacks** – indicate front, rear and side building setbacks. Setbacks shall be clearly dimensioned;
- \_\_ **Distance to adjacent structures on site, if applicable;**
- \_\_ **Proposed building(s) and site improvements** –show locations and include dimensions;
- \_\_ **Signage** – Provide location and include elevation, size, material, color, design and method of illumination;
- \_\_ **Off-street parking** – provide location and dimension parking spaces and circulation areas; include standard and accessible parking, how parking is calculated (e.g. per unit), lot striping, wheel stops, curbing and designated passenger loading, delivery, motorcycle, and bicycle areas. Include turning radii in the circulation pattern;

- \_\_\_ **Location and size/width of driveways** – show existing and proposed, traffic flow, and parking lot circulation and maneuvering;
- \_\_\_ **Location and dimensions of existing and proposed right-of-way, streets, curbs, gutters, and street centerlines including pavement edges;**
- \_\_\_ **Accessible routes of travel** – show locations of and provide dimensions (with slope and/or point elevations) for accessible routes of travel (e.g. sidewalks, walkways, curb ramps, pedestrian ramps and exterior stairs). Accessible routes of travel are required to be interconnected to accessible building entrances (and exits) from the public right-of-way, accessible parking, other buildings located on the same site, and other site features and elements (e.g. common spaces, centralized mailbox facilities, solid waste facilities, etc.);
- \_\_\_ **Limits of paved areas;**

#### **C. BUILDING INFORMATION** \_\_\_

- \_\_\_ **Architectural elevations of existing and proposed buildings** – include height and number of stories, along with any mechanical roof mounted equipment;
- \_\_\_ **Generalized floor plan** – include a generalized floor plan to the extent known at the time of submittal.

#### **D. INFRASTRUCTURE IMPROVEMENTS** \_\_\_

- \_\_\_ **Location of existing and proposed storm sewers, catch basins, manholes, parking lot storm drains, detention structures, etc.;**
- \_\_\_ **Location and size of existing and proposed water mains, valves, service lines, size of water meters, sprinkler systems, fire hydrants, and backflow devices;**
- \_\_\_ **Location and size of existing and proposed sanitary sewer collectors, manholes, pumping stations, force main and side services, including cleanouts;**
- \_\_\_ **Location of existing and purposed utilities** – e.g. gas, power, telephone, streetlights, etc.;

#### **E. LANDSCAPING** \_\_\_

- \_\_\_ **Project name;**
- \_\_\_ **Address of property** – street address of property;
- \_\_\_ **Page border;**
- \_\_\_ **Title block** – include the drawing title, scale (site plan shall be at an engineering scale 1"=20'; 1"=30'; 1"=40'; or 1"=50'), revision number, if applicable, north arrow and date;
- \_\_\_ **For lots larger than 1.5 acres in size**, the landscape plan shall be prepared by and bear the seal of a landscape architect, architect or other professional with similar qualifications;
- \_\_\_ **Dimensions and distance**
- \_\_\_ **Existing and proposed parking spaces**, or other vehicle areas, access aisles, driveways and similar features;
- \_\_\_ **Percentage of parking lot to be landscaped;**
- \_\_\_ **Landscape plan drawn to scale showing:**
  - location of existing trees on site;
  - location and design of landscape areas;

- landscape features including the height, quantity, type, botanical name and common names;
- places of planting and all areas of vegetation shall be shown in context with the location and outline of any existing or proposed and other improvements on the site including fences, walls or berms;

**Planting details** – include soil and staking requirements;

**Maintenance requirements;**

**Irrigation plan** – show number, location and type of heads, zones, and drip systems, if applicable, as well as water meter locations and sizes.

6.  **CRITICAL AREAS IDENTIFICATION FORM – 1 printed copy and PDF** – Critical areas reports identified during pre-application review. Please sign copy. Provide known critical areas within this project. \_\_\_

7.  **ASSOCIATED APPLICATIONS – 1 printed copy and PDF** - Applications associated with the project, to the extent applicable must be submitted with this application package. \_\_\_

**Shoreline**

**Variances**

**Conditional use**

8.  **ENVIRONMENTAL REVIEW (SEPA) – 1 printed copy and PDF** - Many applications are subject to review under the State Environmental Policy Act, though certain agricultural structures may be exempt. The applicant shall sign original copy in ink. If your proposal exceeds the following thresholds you will need to submit a SEPA Checklist: \_\_\_

-More than four dwelling units.

-For office, schools, commercial, recreational, service or storage buildings over 4,000 square feet of gross floor area.

-Parking facilities designed for more than 20 automobiles.

-Fill or excavation of over 100 cubic yards throughout the total lifetime of the fill or excavation. Grading necessary for exempt projects is also exempt from SEPA.

9.  **PRELIMINARY STORMWATER DESIGN REPORT – 1 printed copy and PDF** \_\_\_

If the project involves the addition or re-development of 2,000 square feet or more of impervious surfacing, stormwater review will be required for the project;

10.  **TRAFFIC IMPACT STUDY – 1 paper copy and PDF** \_\_\_

A traffic impact study detailing new trips generated, trip distribution, etc. may be required. Please refer to the project's pre-application comments or consult with the City's Engineering Division to determine if one is required.;

11.  **WETLAND REPORT – 1 paper copy and PDF** \_\_\_

The Wetland Report meeting the requirements of OHMC 20.24.040 (if applicable);

**12.  MAILING LABELS & LIST - 1 printed list / labels and PDF\_\_**

A complete and accurate mailing list and printed labels of all property owners adjacent to the project site (within 300 feet), along with a map showing the locations of the adjacent property owners, must be submitted as part of the application package;

**13.  PRE-APPLICATION REVIEW COMMENTS - 1 printed copy and PDF \_\_**  
(if applicable, **with responses**)

I acknowledge I have read and understand the submittal requirement listed above. All items submitted are accurate to make this a complete submittal. I understand that incomplete submittals cannot be accepted.

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**Signature**

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**Company Name**

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**Date**

**If you have any questions regarding the site plan review and/or design review processes, please contact the Permit Coordinator at (360) 279-4510.**