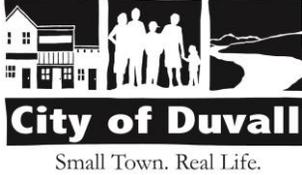


<b>Received Stamp</b>		<b>Planning Department</b> 15535 Main St. NE PO Box 1300 Duvall, WA 98019 (425) 788-2779 <a href="http://www.duvallwa.gov">www.duvallwa.gov</a>
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**Site Plan Review Application Checklist**

**FOR STAFF USE ONLY**

<b>File No.:</b>	<b>Received By:</b>	<b>Date Received:</b>
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**The following is a list of materials which are required for a complete application. For some permits, it will not be necessary to submit all the listed materials. Consult with the Planning Department if you have any questions.**

Applicant		
City	NA	The Director will determine which items are not applicable (NA) at or prior to the pre-application meeting.
<input type="checkbox"/>	<input type="checkbox"/>	1. The location, identification and dimensions of all property lines, streets, alleys and easements, together with verification of the right to utilize easements proposed; DRC may require a boundary survey;
<input type="checkbox"/>	<input type="checkbox"/>	2. The total area of the site (square feet and dimensions), together with the area of each individual lot, tract or other division of land contained on the site plan; the nature in gross floor area of each use and the total number of square feet to be covered by impervious surface.
<input type="checkbox"/>	<input type="checkbox"/>	3. The location and size of buffers, yards, open spaces, and landscaped areas, setback areas, sensitive areas and all other non-impervious area on the site.
<input type="checkbox"/>	<input type="checkbox"/>	4. The proposed use of structures and their gross floor area.
<input type="checkbox"/>	<input type="checkbox"/>	5. The location and design for all cuts and fills (e.g. retaining walls, rockeries, and plantings). See DMC 14.34.060E, Site grading and Stormwater
<input type="checkbox"/>	<input type="checkbox"/>	6. A layout of proposed streets, alleys, vehicle and pedestrian accesways, buffer areas, and parcels proposed to be dedicated or reserved for public space, park, playground, or other uses.
<input type="checkbox"/>	<input type="checkbox"/>	7. Block Standards. Blocks shall have sufficient width to provide for a maximum of 2 tiers of lots of appropriate depths. See DMC 14.66.050 for requirements.
<input type="checkbox"/>	<input type="checkbox"/>	8. Lot standards
<input type="checkbox"/>	<input type="checkbox"/>	a. Lot lines shall be at right angles to street lines or radial to curvilinear streets unless a variation will result in a better street or lot plan.
<input type="checkbox"/>	<input type="checkbox"/>	b. No lot shall be established which is in violation of the Duvall Municipal Code.
<input type="checkbox"/>	<input type="checkbox"/>	c. Lot shapes shall be designed to avoid awkward configuration or appendages.
<input type="checkbox"/>	<input type="checkbox"/>	d. Every lot or pad shall have a minimum frontage of 25 feet on a public or privately dedicated right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	e. A repair and maintenance access shall be provided to all lots by site plan or plat easement and property deed. Such required easements shall be shown on the face of the site plan or plat.
<input type="checkbox"/>	<input type="checkbox"/>	f. Dimensions of corner lots or pads shall be large enough to allow for setbacks off of both streets.
<input type="checkbox"/>	<input type="checkbox"/>	g. Corner lots shall be graded with limited landscaping at corners to provide sufficient sight clearance at intersections.
<input type="checkbox"/>	<input type="checkbox"/>	h. Each lot shall have sufficient width, area and frontage to comply with the minimum site requirements as set forth in each zoning district. See DMC 14.64 Additional Development Standards and DMC 14.34 General - Design Standards

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>9. All covenants regarding joint use of parking, utilities, and joint responsibility for maintenance and repair of facilities needed to ensure that subsequent division of property will not jeopardize any significant required element of the site plan</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>10. The building envelope shall be shown on all lots.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>11. Easements (See Public Works Development Design Standards for specific requirements.</p> <p>a. Public easements for the construction and maintenance of utilities and public facilities shall be granted to provide and maintain adequate utility service to each lot and adjacent lands. The width of the public easements shall be the minimum necessary as determined by the utility, unless the Public Works Director determines a smaller or larger width is appropriate based on site conditions. Whenever possible, public easements shall be combined with driveways, pedestrian accessways and other utility easements.</p> <p>b. Private easements for the construction and maintenance of utilities within the site area shall be granted so that individual lots gain access to public facilities. The widths of the private easements shall be the minimum necessary as determined by the utility, unless the Public Works Director determines a larger width is appropriate based on the site conditions.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>c. Native growth protection easements or areas (NGPE/NGPA) shall be granted as deemed appropriate by the City where the preservation of native vegetation benefits the public health, safety and welfare, including control of surface water and erosion, maintenance or slope stability, visual buffering, and protection of plant and animal habitat, and in accordance with DMC 14.42, Sensitive Area Regulations.</p> <p>d. The placement of any building on or over an easement for utility mains or lines shall be prohibited. An easement may be used for more than one utility, vehicle, or pedestrian access, provided the City finds the multi-use appropriate. Restoration of the site shall be required following any excavation or other disturbance permitted by the terms of the easement. Appropriate landscaping as determined by the City is permitted, and may be required, in an easement.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>12. Water Supply</p> <p>All lots shall be served by a water system approved by the City of Duvall. Any common water system serving more than one lot shall be provided by the applicant and dedicated to the appropriate water purveyor. Such water supply systems shall be designed and constructed according to all applicable provisions of the Duvall Municipal Code and the Public Works Development Design Standards, the standard and specifications of the water purveyor, and the applicable rules and regulations of the State.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>13. Sewage Disposal</p> <p>All lots shall be served by the sanitary sewer system of the City of Duvall. Except for private side sewers, any common sanitary sewer system serving more than one lot shall be provided by the applicant and dedicated to the City. Such sewer systems shall be designed and constructed according to all applicable provisions of the Public Works Development Design Standards and the standards and specifications on file in the office of the Director of Public Works.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>14. Storm Drainage</p> <p>a. All lots shall be provided with adequate storm drainage connected to the storm drainage system of the City or other system approved by the Public Works Director.</p> <p>b. Where a public street is to be dedicated or improved by the applicant as a condition of preliminary approval, the applicant shall provide and dedicate any required storm drainage system in the right-of-way.</p> <p>c. When appropriate, storm drainage facilities shall include suitable on-site detention and/or retention facilities.</p> <p>d. Storm drainage shall be provided in accordance Public Works Development Design Standards as amended and standards and specifications as approved by the Public Works Director.</p> <p>e. Stormwater facilities design and specifications. See DMC 14.34.06E Site Grading and Stormwater and DMC 14.38.090 Landscape area width and type.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>15. Watercourses</p> <p>When required by the City, the developer of a subdivision shall enhance a stream which traverses or abuts the subdivision in accordance with the specifications and standards approved by the City.</p>

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>16. Underground utilities</p> <p>All permanent utility service to lots shall be provided from underground facilities as set forth in the Public Works Development Design Standards regulating underground wiring.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>17. Street Standards</p> <p>a. Subdivisions shall provide direct access to at least one existing improved and publicly dedicated street.</p> <p>b. When a subdivision is abutting an existing street or streets with a right-of-way of lesser width than specified by City ordinances or abut roadways that are not built to City street standards, the applicant may be required as a condition of approval, to deed additional right-of-way width and to improve said right-of-way to the design specifications of the Public Works Director.</p> <p>c. The City may require dedication of right-of-way in excess of standards in the following cases. See DMC 14.66.050 Subdivision Standards.</p> <p>d. Dead-end streets shall be used on local streets only and shall terminate in a cul-de-sac. Streets which dead-end, and which would normally be continued if the adjacent property were developed, shall be shown as temporary turnarounds. The land beyond the normal right-of-way for such streets shall revert back to the abutting property owners when the street is continued.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>e. The street within and adjacent to a site plan or subdivision shall be classified and designed to comply with the Duvall Comprehensive Plan.</p> <p>f. Proposed streets should extend to the boundary lines of the proposed site plan or subdivision in order to provide for the future development of adjacent tracts unless prevented by natural or man-made conditions or unless such extension is determined to be unnecessary by the Public Works Director.</p> <p>g. The street pattern for subdivisions should be designed to expedite traffic movement, reduce conflicts between various types of land uses including pedestrians, and coordinate the location of proposed buildings with rail, loading and parking facilities.</p> <p>h. Streets shall be designed in accordance with the Public Works Development Design Standards and DMC 14.34, Design Standards – General.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>18. Street right-of-way and pavement widths</p> <p>a. The street right-of-way in or along the boundary of a subdivision shall conform to the provisions set forth in the Public Works Development Design Standards.</p> <p>b. When a subdivision or an area within a subdivision is set aside for commercial or industrial uses, or where probable future conditions warrant, greater widths than those provided in the Public Works Development Design Standards, may be required.</p> <p>c. Where topographical requirements necessitate either cuts or fills for the proper grading of the streets, additional right-of-way widths or slope easements may be required.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>19. Street Names</p> <p>a. Public street names for streets located on the City grid as determined by the Building Official shall conform to the City's street numbering system</p> <p>b. Public and private street names for streets not located on the City grid shall be determined by the Building Department. Such names shall be taken from a list of historical names prepared by the Duvall Historical Society and updated from time to time.</p> <p>c. Street name determination and addressing shall also be consistent with DMC 8.06.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>20. Street lights</p> <p>a. All subdivisions shall include underground electric service, light standards, wiring and lamps for street lights according to Public Works Development Design Standards for underground wiring and the specifications and standard set forth in DMC 14.46, Exterior Lighting Standards.</p> <p>b. The applicant shall submit for approval by the City the design of the light standards.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>21. Survey</p> <p>The survey shall be made by or under the supervision of a registered land surveyor. All surveys shall conform to standard practices and principles for land surveying as set forth in the laws of the State of Washington. Subdivision control and staking traverses shall close within an error of 1 foot in 5,000 feet. Primary survey control points shall be referenced to section corners and monuments.</p>
	<p>22. Public accessways</p>

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>a. When necessary for public convenience or safety, the developer shall improve and dedicate to the public accessways to connect to cul-de-sac streets, to pass through oddly shaped or unusually long blocks and to provide for networks of public paths creating access to schools, parks, shopping centers, transit stops or other community services.</p> <p>b. The accessway shall be of such design, width and location as reasonably may be required to facilitate public use. Where possible, said dedications may also accommodate utility easements and facilities.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>23. Clearing and grading All clearing and grading shall be conducted in compliance with the provisions set forth in DMC 10.12, Clearing and Grading and DMC 14.34, Design Standards – General.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>24. Design Standards – Residential (See DMC 14.36 for standards)</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>25. Design Standard – General (See DMC 14.34)</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>26. Parking</p> <p>a. See Parking Standards DMC 14.44</p> <p>b. Parking areas or lots shall be configured so as not to functionally and visually intrude onto public sidewalks or road corridors.</p> <p>c. Parking lot aisles should be aligned perpendicular to commercial, retail and office building entries to provide protected walking spaces and visual focus on the entries.</p> <p>d. Where feasible, parking lots should be varied in grade, bermed, and/or differentiated with planting materials to reduce the visible extent of continuous surface.</p> <p>e. Permanent parking areas shall be paved and drained. Landscape areas shall be protected with curbs, wheel stops or other design methods to prevent damage from parking vehicles.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>27. Landscaping Standards (See DMC 14.38)</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>28. Tree Protection Standards (See DMC 14.40)</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>29. Impact Fee Assessments (See DMC 14.58)</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>30. Sensitive Area Regulations (See DMC 14.42 for standards) When a development proposal includes or is adjacent to one or more sensitive areas the applicant shall submit a sensitive area report in accordance with DMC 14.42.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>31. Other standards Other Standards. The proposal conforms to all other standards set forth in this Title, other applicable provisions of the Duvall Municipal Code, and the Public Works Development Design Standards.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>32. King County Fire District #45</p> <p>a. The location of all firehydrants.</p> <p>b. The proposal conforms to all standards of the Duvall-King County Fire District 45.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>33. Traffic Impact Analysis (TIA) (See Engineering Dept. for details)</p>