



Community Development Department

Building | Planning | Code Enforcement

P.O. Box 9, 230 Davidson Avenue

(360) 225-7299, www.ci.woodland.wa.us

Site Plan Review Checklist

Applicants shall submit the following information for this land use application:

- Narrative and phasing plan, if applicable, that includes a description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule including project phasing.
- Existing conditions plan drawn to scale on a sheet no larger than twenty-four inches by thirty-six inches and one reduced eleven-by-seventeen-inch copy showing the following:
 - Vicinity map showing location of subject site within the city and the surrounding existing street system.
 - Property boundaries, dimensions, and size of the subject site.
 - Graphic scale of the drawing and the direction of true north.
 - Zoning and uses of subject site and of properties adjacent to the subject site.
 - Current structural setbacks.
 - Location of on-site driveways and access points within one hundred feet of the subject site.
 - Location of existing on-site structures and the approximate location of existing structures within one hundred feet of the site.
 - Location of existing aboveground electrical, telephone or utility poles, and traffic control poles.
 - Location of existing fire hydrants.
 - Location, centerline, and dimensions of existing public rights-of-way and easements on-site and within one hundred feet of the site.
 - Locations, centerlines, and dimensions of existing private streets on-site and within one hundred feet of the site.
 - Approximate on-site slopes and grades within one hundred feet of the site.
 - Approximate location of significant natural conditions such as rock outcroppings; floodplain and floodway boundaries; drainage patterns and courses; slopes in excess of fifteen 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; and areas known to have historic, cultural, or archaeological resources.
- Site plan drawn to a minimum scale on a sheet no larger than twenty-four inches by thirty-six inches and one reduced eleven-by-seventeen-inch copy. The site plan shall at a minimum indicate the following:
 - Property boundaries, dimensions, and size of the subject site.

- Location, dimensions, and height of proposed buildings and location and dimensions of existing buildings to remain on site.
- Proposed building setbacks.
- Proposed project-phasing boundaries, if applicable.
- Legend indicating total site area, the total square footage of proposed buildings or structures including percentage of total site area, the total square footage amount of impervious area 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, the number of handicapped-accessible parking spaces, and the required number of parking spaces.
- Location of proposed access points including vehicular driveways and designated pedestrian access points.
- 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. On-site drive aisles and circulation areas shall be indicated including their dimensions.
- Location and dimensions of proposed on-site pedestrian connections between the public street and buildings, between on-site buildings, and between on-site buildings and on-site or off-site parking areas.
- 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 drive aisles and circulation areas including dimensions.
- Locations, centerlines, and dimensions of proposed on-site public or private streets and public and private easements.
- Location, centerlines, 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.
- The location and dimensions of loading and service areas, recreational or open space features, aboveground utilities, location of fences and signs, and the size and location of solid waste and recyclable storage areas.
- Specialized site treatments including but not limited to pedestrian plazas, bicycle parking, and outdoor seating areas.
- Environmental features including critical areas and their buffers, the ordinary high water mark, shorelines jurisdiction, the one hundred-year floodplain, and floodway location.
- Applicants for binding site plan shall also show proposed lots including dimensions and total acreage.

- If applicable, a preliminary utility plan indicating the proposed location, size, connection points to existing public systems, and terminus points for sanitary sewer, water, and stormwater drainage and control. Public and private easements for sanitary sewer, water, and stormwater shall also be indicated.
- If applicable, stormwater information shall be provided in conformance with WMC Chapter 15.12.
- If applicable, a preliminary grading and erosion control plan shall be provided consistent with WMC Chapter 15.10.
- If applicable, a preliminary landscape plan shall be submitted at the time of application for site plan review. The preliminary landscape plan need not include the detail required for final approval, although areas of proposed landscaping must be shown. Final civil plan approval cannot be given until a final landscape plan is submitted and approved. The final plan shall show 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.
- If applicable, architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions, and structural heights.
- If applicable, lighting plan indicating the location, height, and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted). Photometric point or curve detail shall be provided for the subject site, abutting properties, and abutting public streets or rights-of-way at final civil plan review.
- A certified document, typically a title report that is provided by a title company and issued within the last sixty days that details all encumbrances, easements, and ownership (not required for Type I site plan reviews).
- If applicable, a State Environmental Policy Act (SEPA) checklist.
- If applicable, a traffic study.