



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

SITE PLAN REVIEW

Submit your application online at www.MyBuildingPermit.com. Online application is required.

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This submittal checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted.

Site Plan Review is a Type II action and shall be processed in accordance with the procedures for such permits as set forth in BMC Title 11.4.003. Site Plan Review shall include the review of development proposals for general compliance with the Bothell Municipal Code, ensuring development is coordinated with other known or planned development and public improvements adjacent to the subject property and issues are resolved prior to submittal of detailed engineering and construction applications, and to encourage developments which embody good site design principles that will result in a high quality of life for future residents or users of the development.

Site Plan Review and Approval is required prior to applications for the following:

- Development proposals containing any structure greater than 4,000 sq ft (new or addition) other than a single family residence
- Construction of more than 20 parking spaces
- Residential projects constructing 5 or more dwelling units (attached or detached) which does not include a subdivision

Exception: agricultural structures less than 10,000 sq ft, Conditional Use Permits, Shoreline Substantial Development permits, Variances in accordance with Chapter 12.

Site Plan Review shall be completed prior to application of all construction level development applications including, but not limited to: building, right-of-way, utility and grading permits.

An application shall consist of the following general information:

Applicant	Staff
<input type="checkbox"/> Site Plan Review submittal fee due at time of application	<input type="checkbox"/>
<input type="checkbox"/> Completed Development Review Billing form D	<input type="checkbox"/>
<input type="checkbox"/> Completed and signed SEPA checklist with associated submittal fee	<input type="checkbox"/>
<input type="checkbox"/> Traffic concurrency application with associated submittal fee unless exempt per 17.03.003	<input type="checkbox"/>
<input type="checkbox"/> School Safe Walk Assessment with associated submittal fee (form 52, which has been completed by Northshore School District) - if any residential units are proposed	<input type="checkbox"/>
<input type="checkbox"/> Water and sewer availability certificate	<input type="checkbox"/>
<input type="checkbox"/> Fire flow availability certificate	<input type="checkbox"/>
<input type="checkbox"/> Completed Solid Waste Container checklist (see page 4)	<input type="checkbox"/>
<input type="checkbox"/> Title report (BMC12.32.040.E.3)	<input type="checkbox"/>
<input type="checkbox"/> Geotechnical report (including information on soil types and their feasibility for LID storm water control)	<input type="checkbox"/>
<input type="checkbox"/> Drainage report	<input type="checkbox"/>
<input type="checkbox"/> Critical area reports regarding any critical areas and their buffers on or adjacent to the site	<input type="checkbox"/>
<input type="checkbox"/> Reviewer's written memoranda from pre-application meeting	<input type="checkbox"/>
<input type="checkbox"/> Landmark preservation: a written narrative and other materials in accordance with BMC Title 22 should be included which addresses the historic landmarks, if any, located on the site	<input type="checkbox"/>

SITE PLAN REVIEW

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Plan sheets indicating:

	Applicant	Staff
<input type="checkbox"/>	Property lines and north arrow	<input type="checkbox"/>
<input type="checkbox"/>	Parcel number(s) and legal description(s)	<input type="checkbox"/>
<input type="checkbox"/>	Site area, dimensions, and net buildable area of the subject property (gross land area minus land area in roads and other rights of way and land dedicated to the City or critical areas and their buffers) (see 12.32.040.E.1.m)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater) (see 12.32.040.E.1.c.4)	<input type="checkbox"/>
<input type="checkbox"/>	Conditions on adjacent land within 300 feet of the subject parcel(s) including elevations, building locations, power lines and towers, trees and land uses (see 12.32.040.E.1.c.5)	<input type="checkbox"/>
<input type="checkbox"/>	Streets on and adjacent to the parcel(s)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed easements	<input type="checkbox"/>
<input type="checkbox"/>	Existing utilities on and adjacent to the parcel(s) including location, size and elevation of sanitary, storm, water, gas lines, fire hydrants, electric & telephone poles, and street lights.	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual cross sections of proposed finish grades on the site, and proposed streets and sidewalks	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual frontage and street improvements	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual sanitary sewer and water system improvements indicating connection location(s), grades and sizes of facilities (may include utility information from providers other than City of Bothell)	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual surface water (storm water) facility design, location and size	<input type="checkbox"/>
<input type="checkbox"/>	Hard surfaces on the development site including driveways, walkways, existing and proposed streets surrounding and within the property, any impervious surface, permeable pavement installation and width and locations of building eaves (see BMC12.14.140)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed parking areas including stall sizes and locations, and bicycle facilities	<input type="checkbox"/>
<input type="checkbox"/>	Ingress and egress, internal circulation, pedestrian circulation, emergency vehicle circulation	<input type="checkbox"/>
<input type="checkbox"/>	Proposed dedications to the City, if any, including right of way, easements and/or parks or open space	<input type="checkbox"/>
<input type="checkbox"/>	Tree retention plan prepared by a qualified professional such as a licensed landscape architect, licensed/certified forester; licensed/certified arborist, or Washington State certified nursery person consistent with BMC 12.18.	<input type="checkbox"/>
<input type="checkbox"/>	Landscaping plan indicating numbers, sizes and types of plants; plant schedule	<input type="checkbox"/>
<input type="checkbox"/>	Location, if any, of any existing or proposed parks, playgrounds, open space or other recreational uses	<input type="checkbox"/>
<input type="checkbox"/>	Proposed exterior lighting, see BMC 12.14.240	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed building footprint(s) location, building orientation, setbacks	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual building elevations and cross sections including height, scale, number of stories	<input type="checkbox"/>
<input type="checkbox"/>	Proposed building gross square footage with uses and number of residential units proposed, if any	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual building elevations, proposed building materials and door/window locations	<input type="checkbox"/>
<input type="checkbox"/>	Mail delivery and pick-up, and loading areas	<input type="checkbox"/>

Site plan elements to be reviewed:

- Building location and height
- Required setbacks
- Critical areas and buffers
- Ingress and egress, internal circulation, and pedestrian and bicycle circulation
- Parking stall numbers, parking lot configuration and emergency vehicle circulation within parking areas
- Public and private open space provisions
- Landscaping
- Tree retention
- Mail delivery and pick-up, garbage and recycling pick-up
- Surface water facilities
- Transportation improvements and mitigation
- Proposed dedications to the City, if any
- Landmark preservation
- Environmental review to include:
 - Other environmental checklist elements
 - Building façade design and proposed building materials
- Whether the public interest will be served by the development

Upon determining that the proposed site plan is consistent with the review criteria of section BMC 12.32.060 the Director shall issue a Type II Notice of Decision consistent with BMC section 11.12002(C) which shall serve as the site plan review approval permit. An approved site plan shall be effective for a period of two years from the date of approval. Should construction not commence within two years of approval, the Director may, for good cause shown, grant a one-time extension of up to one year. No additional extensions shall be allowed.

Solid Waste Container Checklist

This checklist for garbage, recycling and organics collection containers and storage must be completed for new multi-family or commercial construction in the City of Bothell. Storage space and collection points for recyclables and garbage shall comply with Bothell Municipal Codes (BMC) 8.20 and 12.14.155. **Note: Collection by Haulers and storage of containers not allowed to take place in the Right-of-Way.**

Enclosure Location (where carts are stored):

- Indoor
- Outdoor

Are the containers accessible for the Solid Waste Driver to access?

- Yes
- No

Capacity for Containers:

Type of Container	# of Anticipated Container(s)	Size of Container(s)
<input type="checkbox"/> Garbage (Solid Waste)	_____	_____
<input type="checkbox"/> Recycle	_____	_____
<input type="checkbox"/> Organics (Food Scraps)	_____	_____
<input type="checkbox"/> Cooking Oil	_____	_____

Collection System - Truck Access:

- Entrance height meets truck specifications
- Exit height meets truck specifications
- Turnaround area meets turning radius for truck specifications
- Container storage meets truck specifications and space available/needed

Collection Time Frame:

Materials Collected	Day(s) of Week	Time of Collection
Garbage (Solid Waste)	_____	_____
Recycling	_____	_____
Organics	_____	_____

The hauler has reviewed designs and approves storage location, entrance/exit route for containers and waiting area for collection.

- Hauler: **Recology CleanScapes** contact Jim Williams via email at jwilliams@recology.com
 Waste Management contact Jim Bobin via email at jbobin@wm.com

Print Name of Hauler Contact **Signature of Hauler Contact** **Date**