



# Planned Business District Submittal Checklist



Project File Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

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

*The Master Plan is intended to establish appropriate land use and development requirements for the area.*

- Develop a coordinated plan for the entire site, specifying preferred land uses and proposed zoning
- Create a reasonable plan
- Collaborate with property owners, neighbors and elected officials

*You should know:*

- Master Plan processed as a Conditional Use Permit (Type III Review) (LSMC 14.16C.045).
- Approval process follows procedures in Chapter 14.66B for a Type III permit process with the addition of required scoping meeting.
- Process includes public hearing in front of the Hearing Examiner and will require review by the Design Review Board.
- Subsequent permits processed as site plan review and subsequent building permits consistent with master development plan, (LSMC 14.44.090) (Plans, reports, supporting documents no longer conceptual, each zoning permit reviewed for complete design detail including but not limited to site, utilities, stormwater, critical areas, landscape, parking, etc).

**In order for the Master Development Plan to be accepted for review you must provide the following information:**

Applicant / Staff Verify

\_\_\_ / \_\_\_ Physical design features (architectural theme, historic concept, etc)

Transportation and circulation improvements (conceptual design)

\_\_\_ / \_\_\_ Layout and design of all streets

\_\_\_ / \_\_\_ Rights-of-way

\_\_\_ / \_\_\_ Parking & ingress and egress

\_\_\_ / \_\_\_ Mass transit facilities for the entire Planned Business District

Environmental considerations and opportunities

\_\_\_ / \_\_\_ Protection and mitigation program

Design ( Design Guidelines) - (conceptual design)

\_\_\_ / \_\_\_ Architecture

\_\_\_ / \_\_\_ Massing

\_\_\_ / \_\_\_ Signage

\_\_\_ / \_\_\_ Streetscape

\_\_\_ / \_\_\_ Street Furniture

Landscaping (conceptual design) Plant species, Design

\_\_\_ / \_\_\_ Installation

\_\_\_ / \_\_\_ Maintenance

Parks, open space, and cultural facilities

\_\_\_ / \_\_\_ Pathways and connections

Infrastructure improvements (conceptual design)

\_\_\_ / \_\_\_ Sewer

\_\_\_ / \_\_\_ Stormwater

\_\_\_ / \_\_\_ Street design

\_\_\_ / \_\_\_ Pedestrian Facilities

Required Forms Information

\_\_\_ / \_\_\_ Completed Type III Application

\_\_\_ / \_\_\_ Completed and signed SEPA checklist (4 copies)

\_\_\_ / \_\_\_ Fees collected

\_\_\_ / \_\_\_ Public Notice Requirements

Required Supporting Documents

Applicant / Staff Verify

- /  Traffic Study (5 copies) (LSMC 14.56) (for proposed uses)
- /  Engineer Report (Drainage) (5) (LSMC 14.64) (conceptual)
- /  Critical Area Study and Mitigation Plan (if applicable)(LSMC 14.88)
- /  Tree Retention Survey (LSMC 14.76)
- /  Geo-Tech Report (if applicable) (LSMC 14.88)
- /  Vicinity Map (2 copies, 8.5 x 11)
- /  Reduced Site Plans (2 copies,8.5 x 11)
- /  Proof of Sewer Availability (Lake Stevens Sewer District)

Required Plans/Reports

- /  Site Plans (5 full size with 3 copies, 8.5 x 11) plans shall include:
- /  Vicinity Map
- /  Tax Account Number(s)
- /  Legal Description
- /  North Arrow
- /  Date of Preparation
- /  All property lines with dimensions
- /  Topography at contour intervals of 5 feet or less (if less than 1% make a note on site plan instead of showing topos)
- /  Right-of-Way Dedication area (when applicable)
- /  Location of existing/proposed easements, access areas and utilities
- /  Setbacks from: all property lines, easements and/or existing buildings, for all proposed building locations
- /  Proposed fence, rockery and/or retaining wall locations
- /  Proposed bio-filtration swales and/or detention/retention ponds
- /  Distance from Right-of-Way center line to property lines
- /  Access points showing arrows for ingress and egress
- /  Proposed fire hydrant locations
- /  Location and size of Utility District Water line (located in street)
- /  Septic Tank, drainfield and reserve areas (if applicable)
- /  Critical areas (wetlands, streams, water bodies or slopes) include proposed buffer areas
- /  Proposed parking areas
- /  Individual parking stalls numbered consecutively
- /  Dimensions of parking stalls indicate if compact or barrier free
- /  Aisle width
- /  Proposed landscaping areas
- /  Indicate size of required landscape buffers and note type
- /  Indicated parking area landscaping calculations on site plan
- /  Show compliance with the IBC Chapter 11 Barrier Free requirements
- /  Proposed limits of any additional site disturbance (clearing/grading not already identified)

Landscape Plans (5) PLANS SHALL INCLUDE: (conceptual design)

- /  Plans key indicating species, quantity, size, and space of each plant type
- /  Identify gross parking area square footage
- /  Show square footage of each landscape area that is being counted towards parking area landscaping
- /  Show trees to be retained

Civil Drawings (5) PLANS SHALL INCLUDE: (conceptual design)

- /  Topography at contour intervals of 5 feet or less
- /  Detailed drainage, grading and temporary erosion control plans
- /  Frontage improvement plan
- /  Limits of Clearing
- /  Trees to be retained
- /  City of Lake Stevens Engineer Signature Block
- /  Documentation that all utilities will be placed underground per Lake Stevens Municipal Code 14.60.450