



CITY OF TUMWATER
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**CONDITIONAL USE
 Submittal Checklist**

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APPLICANT INFORMATION (please print neatly)

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If a proposed development is classified as a Conditional Use in the underlying zone district, a complete application shall consist of all items on this checklist unless modified or waived by Staff. In accordance with TMC 14.02.070.A.1, prior to acceptance of the Conditional Use Permit application, the applicant must complete Preliminary and Formal Site Plan Review.

A. APPLICATION FORMS AND REQUIRED COPIES	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water and Sewer Availability certificate from City of Tumwater Water Resources and Sustainability, if requesting new or additional water and/or sewer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Transportation Concurrency Application, site trip distribution diagram, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Mailing list of the property owners within 300 feet of the exterior boundaries of the tract(s) identified in the application, in MS Word-file format using Avery Mailing Label 5160 template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. One copy of the proposed drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. PLANS	N/A	Provided	Staff
1. The site plan(s) shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Date, scale, and north arrow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Section, Township, Range and Sheet Number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as railroads, lakes, streams, shorelines, schools, parks and other prominent features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Boundaries of the parcel(s) included in the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the parcel(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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B. PLANS (CONTINUED)	N/A	Provided	Staff
f. If a Land Clearing Permit is required, a minimum of five percent of the buildable area must be set aside in a contiguous Tree Protection Open Space, if the proposed development will retain less than 20 percent of the existing trees, or 12 trees per acre, whichever is greater.	<input type="checkbox"/>	<input type="checkbox"/>	
g. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
- Size (square footage) and height of each building (existing and proposed).	<input type="checkbox"/>	<input type="checkbox"/>	
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the Site Plan.		<input type="checkbox"/>	
- On-site septic systems and reserve areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- All parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- On-site utilities including existing and proposed storm-drainage Systems.	<input type="checkbox"/>	<input type="checkbox"/>	
- Permanent features which will have an impact upon the application, such as all existing or platted street, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Identified geological hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number.	<input type="checkbox"/>	<input type="checkbox"/>	
h. Project Information block shall also be placed on the face of the site plan as follows:			
- Applicant: name, address, contact number(s).		<input type="checkbox"/>	
- Representative: name, address, contact number(s).	<input type="checkbox"/>	<input type="checkbox"/>	
- Assessor's parcel number(s).		<input type="checkbox"/>	
- Total area (acreage and square footage) of parcel.		<input type="checkbox"/>	
- Size (square footage) of each building.	<input type="checkbox"/>	<input type="checkbox"/>	
- Proposed use (single family, duplex, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
- Percent of site covered with impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Tree Protection Open Space, if required.	<input type="checkbox"/>	<input type="checkbox"/>	
- Critical areas including buffers (acreage and square footage).	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- Sewer provider.		<input type="checkbox"/>	
- Electricity provider.		<input type="checkbox"/>	
- Telephone provider.		<input type="checkbox"/>	

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B. PLANS (CONTINUED)	N/A	Provided	Staff
- Gas provider.		<input type="checkbox"/>	
- Refuse collection, including recycling.		<input type="checkbox"/>	
- School District.		<input type="checkbox"/>	
- Cable/TV provider.		<input type="checkbox"/>	
2. One full-size copy of floor plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Five full-size copies of a conceptual utility plan on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan shall include the location of existing and proposed water mains, fire-hydrants (on-site and off-site with adjacent street right-of-way), sewer mains, water laterals/meters, sewer laterals, proposed grinder pump systems (if applicable), proposed sewer pump station (if applicable), storm water collection and retention/detention systems, and street lights (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. One full-size copy of building elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. OTHER DOCUMENTS	N/A	Provided	Staff
1. Forester's Report / Tree Protection Plan, prepared in accordance with TMC 16.08.050.C, TMC 16.08.070.R and TMC 16.08.072.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wetland Report, prepared in accordance with TMC 16.28.140C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Geological Hazardous Areas Report, prepared in accordance with TMC 16.20.050.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Preliminary Drainage Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

I verify that all required documents associated with this application have been submitted.

Signature of Applicant

Date