



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us
FORMAL SITE PLAN REVIEW
Submittal Checklist

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If a Preliminary Site Plan Review has been completed within the past six months, then a complete application shall consist of all items on this checklist unless modified or waived by Staff.

A. PERMIT APPLICATION	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"/>
B. PLANS	N/A	Provided	Staff
1. One copy of the proposed drawings.		<input type="checkbox"/>	<input type="checkbox"/>
2. 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"/>
a. Date, scale, and north arrow.		<input type="checkbox"/>	
b. Section, Township and Range.		<input type="checkbox"/>	
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets.		<input type="checkbox"/>	
d. Boundaries of the parcel(s) with dimensions included in the application.		<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"/>	
f. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to property-lines.		<input type="checkbox"/>	
- Existing and proposed ingress and egress points for the project.		<input type="checkbox"/>	
- All driveway-accesses (both sides of the street) within 75 feet of the property corners along the street.		<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 existing and proposed parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Refuse collection bin(s), including recycling.	<input type="checkbox"/>	<input type="checkbox"/>	

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B. PLANS (CONTINUED)	N/A	Provided	Staff
- All existing and proposed freestanding light-poles used to illuminate the building, parking lot, and pedestrian ways.	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire hydrant(s), existing and proposed, both on-site and within abutting street right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire Department connections.	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire lane(s).	<input type="checkbox"/>	<input type="checkbox"/>	
- Any proposed gates that could impede emergency and/or service vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing and proposed water meters.	<input type="checkbox"/>	<input type="checkbox"/>	
- On-site utilities (water and sewer) including line-sizes and existing and proposed storm-drainage systems.	<input type="checkbox"/>	<input type="checkbox"/>	
- Off-site utilities (water and sewer) including line-sizes in abutting street rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing and proposed frontage improvements on adjacent streets (i.e. sidewalks, bike lanes, street lights, landscape strips, street hydrants).	<input type="checkbox"/>	<input type="checkbox"/>	
- Permanent features which will have an impact upon the application, such as all existing or unopened platted streets, 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 geologically 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"/>	
g. Project Information block shall also be placed on the face of the Site Plan as follows:			
- Applicant: name, address, telephone, email.		<input type="checkbox"/>	
- Representative: name, address, telephone, email.	<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"/>	
- Proposed use (single-family, duplex, etc).		<input type="checkbox"/>	
- Density.		<input type="checkbox"/>	
- Size (square-footage) of each building.	<input type="checkbox"/>	<input type="checkbox"/>	
- Floor Area Ratio.	<input type="checkbox"/>	<input type="checkbox"/>	
- Building height.	<input type="checkbox"/>	<input type="checkbox"/>	
- Proposed IBC construction type.	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Percent of site covered with impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- Sewer provider.		<input type="checkbox"/>	

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C. 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).

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.

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

Signature of Applicant

Date

Signature of Port of Olympia (if applicable)

Date