

CRITICAL AREA APPLICATION CHECKLIST

- ☐ Describe the existing conditions of the site, including natural and built environment (slope, vegetative cover, proximity to water, etc.).
- ☐ Please describe the proposed development including construction methods, final design, total area of the site, extent of land area that would be affected, any off-site improvements.

- ☐ Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site.

- ☐ Photocopy of property deed

- ☐ SEPA checklist (if applicable)

- ☐ Application base fee

Type I Minor: 5hrs staff time (see PTMC Section 19.05.040.E for a definition of Minor)

Type II Major: 10hrs staff time + Notice fees

Type II Advance Determination: 2hrs staff time + Notice fees

Type II Reasonable Use Exception: 5hrs staff time + Notice Fees

Type I Waiver: 2hrs staff time

- ☐ For Major and Reasonable Use applications, the latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.)

(On all maps/plans include North Arrow)

- ☐ A vicinity map of the area as shown by the Jefferson County Assessor's Office

- ☐ **The site inventory and survey** (PTMC 20.01.100, 19.05.040) showing the dimensions and shape of existing natural and built features. The site survey is to be used as a base for the site construction plan. Adjacent properties should be shown to the extent necessary to provide context. The survey requirement *may be waived* or modified by the director due to a determination that site factors do not require the specificity of a survey. Natural and built features include:

- ☐ Existing lots, points of access, (include lot dimensions, adjacent streets, alleys, driveways, trails indicate whether developed/undeveloped)

- ☐ All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable

- ☐ Five-foot contours. If property contains slopes, indicate the following slope categories:
0-15% 15-40%; 40% or greater

- ☐ Built features – Existing structures/improvements including utilities, parking areas, landscaped areas, adjacent land uses, etc., and indicate their setbacks from the property lines and critical areas

- ☐ Natural features - Significant natural features such as floodplains, wetlands, steep slopes, type and extent of vegetation (e.g., forested, lawn, landscaped), trees with a six-inch diameter at breast height, etc.

- ☐ Delineating critical areas and their required buffer area (In the case of wetlands, this will require a delineation by a qualified consultant prior to the site survey);

- ☐ **A site construction plan** - (Using the site inventory and survey as a base) Unless the director waives one or more of the following information requirements, a site construction plan shall include:

- i. On four lots or less, a plan description and maps at a scale no smaller than one-inch equals 20 feet. On more than four lots, plan description and maps shall be no smaller than one-inch equals 50 feet. In each case the plan description maps shall show the entire parcel of land owned by the applicant and the certified survey boundary of the critical area on the parcel.

ii. A site plan for the proposed development showing the location, width, depth and length of all existing and proposed disturbed areas, structures, roads, stormwater treatment and installations for the whole site, including those proposed to be located within the critical area and its buffer; utility locations and clearing and trenching locations should be identified along with the location of any existing utilities to be connected to the site; *(Show and calculate the **total** amount of impervious surfaces existing and proposed (i.e. building roof areas, driveways) in square feet and current and proposed method of stormwater management (i.e. downspouts, drywells, etc.) Please refer to PTMC 19.05.060 D(4). Note: Areas waterward of the ordinary high-water mark, confirmed landslide areas, and wetlands shall not be included to calculate land area.*

iii. The exact location and specifications for all development activities including delineation of all disturbed areas, the amounts of filling and grading and methods of construction;

iv. Top view and typical cross-section views of the critical area and its buffer to the same scale as required above;

v. Specific means proposed to mitigate any potential adverse environmental impact.

☐ **Critical area special report** (PTMC 19.05.040F(1)e) prepared by a *qualified critical area consultant* (PTMC 19.05.020).

☐ **Mitigation & Monitoring Plans** (if applicable) PTMC 19.05.060B(4) and D(6) for contents.

☐ **Storm water & Erosion Control Plan** (PTMC 19.05.060D(5)) See: PTMC 13.32.030 Drainage Plan Contents. Must comply with City Engineering Design Standards. For Geologically Hazardous areas see PTMC 19.05.100 E (2)(b).

