



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.

Application Type: Land Use > Any Project Type > Project or Site Plan Approval > Site Plan Review

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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 11.04.003. 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 (see [BMC 12.32.020](#)):

- 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 structures constructing 5 or more dwelling units

Exceptions: Conditional Use Permits, Shoreline Substantial Development Permits, Subdivisions, agricultural structures less than 10,000 sq ft, and Variances in accordance with Chapter 12.36.

Applicants are strongly encouraged to complete Site Plan Review prior to application of all construction level development applications including, but not limited to: building, right-of-way, utility and grading permits. See [BMC 12.32.120](#).

An application shall consist of the following general information:

Applicant

Staff

☐	Site Plan Review submittal fee - due at time of application. See Land Use Fees .	☐
☐	Completed Development Review Billing form D	☐
☐	Completed and signed SEPA checklist with associated submittal fee if applicable - see BMC 14.02	☐
☐	Traffic concurrency review application for concurrency evaluation	☐
☐	School Safe Walk Assessment with associated submittal fee (form 52 , which has been completed, signed and dated by Northshore School District) - if any residential units are proposed	☐
☐	Valid Water and sewer availability certificate	☐
☐	Valid Fire flow availability certificate	☐
☐	Completed Solid Waste Container checklist (see page 4)	☐
☐	Title report (BMC12.32.040.E.3)	☐
☐	Geotechnical report (including information on soil types, wet season groundwater levels if applicable, and their feasibility for LID storm water control)	☐
☐	Technical Information Report/Drainage report (TIR)	☐
☐	Critical area reports regarding any critical areas and their buffers on or adjacent to the site	☐
☐	Reviewer's written memoranda from pre-application meeting	☐
☐	Landmark preservation: A historic property report containing 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.	☐

SITE PLAN REVIEW

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Plan sheets indicating:

Applicant

Staff

☐	Property lines and north arrow	☐
☐	Parcel number(s) and legal description(s)	☐
☐	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)	☐
☐	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)	☐
☐	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)	☐
☐	Streets on and adjacent to the parcel(s)	☐
☐	Existing and proposed easements	☐
☐	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.	☐
☐	Conceptual cross sections of proposed finish grades on the site, and proposed streets and sidewalks	☐
☐	Conceptual frontage and street improvements	☐
☐	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)	☐
☐	Conceptual surface water (storm water) facility design, location and size	☐
☐	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)	☐
☐	Existing and proposed parking areas including stall sizes and locations, and bicycle facilities	☐
☐	Ingress and egress, internal circulation, pedestrian circulation, emergency vehicle circulation	☐
☐	Proposed dedications to the City, if any, including right of way, easements and/or parks or open space	☐
☐	Tree retention plan prepared by a qualified professional such as a licensed landscape architect, licensed/certified forester; licensed/certified arborist, or Washington State certified nurseryperson consistent with BMC 12.18. Plan shall include a disturbance-free area around retained trees where the soil grade or ground contours shall not be altered. At a minimum, the disturbance-free area shall extend to a tree's dripline or at least 15 feet from the trunk of a tree, whichever is the greater distance.	☐
☐	Landscaping plan indicating numbers, sizes and types of plants; plant schedule	☐
☐	Location, if any, of any existing or proposed parks, playgrounds, open space or other recreational uses	☐
☐	Proposed exterior lighting, see BMC 12.14.240	☐
☐	Existing and proposed building footprint(s) location, building orientation, setbacks	☐
☐	Conceptual building elevations and cross sections including height, scale, number of stories	☐
☐	Proposed building gross square footage with uses and number of residential units proposed, if any	☐
☐	Proposed building materials and door/window locations	☐
☐	Mail delivery and pick-up, and loading areas	☐
☐	Proposed and existing impervious surface coverage for infrastructure	☐
☐	Proposed building coverage calculations on cover sheet per the allowances in Title 12.14.030(A) Table	☐

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 11.04.003(B) 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. See [BMC 12.32.110](#).

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. Please verify that there are no other applicable subarea regulations. **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)
☐ Garbage (Solid Waste)	_____	_____
☐ Recycle	_____	_____
☐ Organics (Food Scraps)	_____	_____
☐ 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: bothell@recology.com
☐ Waste Management contact Jim Bobin via email at jbobin@wm.com

Print Name of Hauler Contact

Signature of Hauler Contact

Date