

Master Site Plan Major Amendments Submittal Requirements

Master Site Plan Major Amendments are reviewed through a Level 5 Review process and shall comply with all standards and criteria set forth in IMC Chapter 18.04, Procedures. A Major Amendment may be approved only after review and recommendation by the Planning Director/Manager and the Development Commission and after approval by the City Council.

The Development Commission will hold a public hearing and make a recommendation on the Master Site Plan Major Amendment to the City Council, the decision maker for Master Site Plan Major Amendments. The Development Commission will make a recommendation of approval, approval with changes and/or conditions, or disapproval of the application and the accompanying development plan.

Prior to submittal of a Master Site Plan Major Amendment application, a Pre-Application with City staff followed by a Community Conference with public notification for a meeting hosted by the Development Commission are required.

How to Apply

Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:
Land Use – Any Project Type – Project or Site Plan Approval – Master Site Plan Major Amendment

Submittal Requirements

- Notarized Affidavit of Ownership/Agent Authority
- Master Site Plan Major Amendment application fee in accordance with the City's Fee Schedule
- SEPA Environmental Checklist fee in accordance with the City's Fee Schedule
- Detailed written narrative describing the Master Site Plan Major Amendment and how it is being altered from the original approved Master Site Plan
- Completed Environmental Checklist. Additional plans and studies may be required by the Planning Department
- Small-scale vicinity map of the subject property
- Any proposed phasing of the Master Site Plan Major Amendment development with an estimated development timetable. Include maximum density or square footage for each of the proposed land uses.
- Covenants, Conditions and Restrictions
- Master Site Plan Major Amendment drawings to a size of 24" x 36".

The Master Site plan Major Amendment drawings shall include all of the following:

- Project name, the name and address of the developer, land surveyor, architect, landscape architect and engineer.
- Date of preparation, the true north point, a graphic scale and legal description of the property proposed for Master Site Plan Major Amendment. The plans shall be drawn to an appropriate engineering (decimal) scale.
- Site plan layout of the proposed development.

- Site survey. All of the following existing conditions shall be delineated:
 - Location, width and names of all existing or prior platted streets or other public open spaces, permanent buildings and structures, and section and municipal corporation lines within or adjacent to the property proposed for subdivision
 - Existing and proposed sewer and water lines, culverts, or other underground facilities within the property and exact location as obtained from public records
 - Boundary lines of adjacent lands indicated by dotted lines for a distance of one hundred (100) feet from the external boundary of the property proposed for Master Site Plan Major Amendment, including the existing land use classification
- All critical areas and their buffers, i.e. wetlands, creeks, steep slopes, etc. that will be protected
- Any and all usable open space
- Existing contours (solid) and proposed contours (dotted) at intervals of five (5) feet or less and references to the United States Coast and Geodetic Survey (U.S.C. and G.S.) datum. All contour lines shall be extended at least one hundred (100) feet beyond the external boundaries of the proposed Master Site Plan
- Names, location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations and utilities, together with the purpose and any conditions or limitations of such reservations clearly indicated. Show both motorized and nonmotorized transportation circulation improvements, including sidewalks
- Source of water supply, method of sewage disposal, and manner of surface runoff control
- Acreage of land to be subdivided, the number of lots and the areas of the lots, if applicable. If a subdivision application is being processed concurrently with a Master Site Plan, conformance with the requirements of the Subdivision Code, Chapter 18.13 shall be required. Binding Site Plan is allowed with Master Site Plan, as set forth in Chapter 58.17 RCW.

Note: Property Posting: Within twenty-eight (29) days of a determination by the City of a Complete Application, the applicant shall install a 4 foot by 4 foot sign in accordance with IMC 18.04.180 Public Notification. Upon installation, the applicant shall provide to the City an Affidavit of Sign Installation