



Community Development Department

City of Snoqualmie
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-5337 | www.snoqualmiewa.gov

SITE PLAN REVIEW CHECKLIST

The purpose of a site plan review is to verify that development plans comply with all applicable regulations, requirements, and standards, and to ensure that the proposed development safeguards the health, safety, and general welfare of the city's residents.

[Preapplication reviews](#) are required whenever a Site Plan Review is required.

The applicant shall submit documents identified below. This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections. Depending on the scope of the project, some items may not apply or may be combined. All applications shall be submitted with a filing fee or deposit.

SITE PLAN REVIEW APPLICATION REQUIREMENTS:

1. Completed Application Form (page 3)
2. Completed Preapplication Meeting Notes with File Number
3. Narrative
4. Site Plans
5. Parking Plan
6. Preliminary Drainage and Stormwater Management Plan
7. Conceptual Landscape Plan
8. Conceptual Utilities Plan
9. SEPA Checklist (as applicable)
10. Application Filing Fee or Deposit

SITE PLAN REVIEW SUBMITTAL REQUIREMENTS:

1. **Completed Application Form (page 3).**
2. **Completed Preapplication Meeting Notes with File Number:** _____
3. **Narrative.**

4. **Site Plans.**

All plans must be drawn at an engineering scale no smaller than one-inch equals 30 feet and include a graphic scale and north arrow. The plans shall include the following information, where applicable:

- A. A vicinity sketch of the area where the parcel is located.
- B. A legal description of the parcel.
- C. An engineering scale and north arrow.
- D. All section, township and city boundary lines lying within or adjacent to the parcel.
- E. The location of all monuments or other evidence used to establish the parcel's boundaries.
- F. All existing and proposed structures, including notations of those to be demolished.
- G. The boundary of the parcel with complete bearings and lineal dimensions, depicted with heavier lines than appear elsewhere on the short plat.

- H. The location, width, center line and name of all public or private roads, whether existing or to be created, within and adjoining the site.
- I. The location and width of all easements, whether existing or to be created, shown with broken lines, and a description of the purpose thereof.
- J. The length and bearings of all straight lines, and the radii, acres, and semi tangents of all curves.
- K. The location of legal access from the nearest public road to the site.
- L. All bodies of water, streams, wetlands, and floodplains.
- M. The location and dimensions of all existing and proposed drainage facilities.
- N. The location and dimensions of all existing and proposed open spaces, parks or recreation areas.
- O. Topography of five-foot contours.

5. Parking Plan.

6. Preliminary Stormwater Management Plan.

7. Conceptual Landscape Plan.

8. Conceptual Utilities Plan.

9. SEPA Checklist. A SEPA checklist may be required unless the project qualifies for a categorical exemption Washington Administration Code (WAC) [197-11-800](https://www.wa.gov/government/department/washington-administration-code).

10. Application Filing Fee or Deposit.

ADDITIONAL NOTES:

- The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call the Community Development Department.



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SITE PLAN REVIEW APPLICATION

****Internal Use Only****

Date Received: _____ **Permit Number:** _____

Applicant/Agent Name:

Applicant/Agent Address (City, State, Zip):

Phone Number:

Email:

Parcel Address(es):

Parcel Number(s):

Brief Description of Project:

Legal Owner(s): Submit notarized documentation that all property owners agree to the proposed land use action. Note: The following information is to be completed if the property owner is different from the applicant.

Property Owner(s):

Phone Number:

Email:

Property Owner Address (City, State, Zip)

By my signature, I certify that I have reviewed all submittals for completeness and accuracy.

Signature: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____