



SITE DEVELOPMENT PERMIT
SUBMITTAL REQUIREMENTS FOR COMMERCIAL &
NON-RESIDENTIAL PROJECTS

CHECK BOX	DESCRIPTION	NUMBER OF COPIES
<input type="checkbox"/>	APPLICATION AND COMPLETED CHECKLIST	3 COPIES
<input type="checkbox"/>	PLAN SET 24 X 36	3 COPIES
<input type="checkbox"/>	PLAN SET 11 X 17	2 COPIES
<input type="checkbox"/>	TECHNICAL INFORMATION REPORT (TIR) INCLUDING ALL SPECIAL REPORTS & STUDIES <ul style="list-style-type: none"> • STORMWATER Stormwater Pollution Prevention Plan (SWPPP) if 1 acre disturbance or more. The SWPPP shall be completed in accordance with the Washington State Department of Ecology’s guidelines for preparing a construction site. (www.epa.gov). • GEOTECHNICAL REPORT 	3 COPIES
<input type="checkbox"/>	ELECTRONIC CD INCLUDES PDF’s OF FINAL APPROVED PLAN SET AND TIR	1 COPY

Applications which require the submittal of a development plan set must prepare the sheets as shown and in the format described below. If you have questions please contact the Permit Center at 425-413-6606.

Note: All plan drawings shall be:

- A. Sheet Size, 24” x 36” (3), 11 x 17 (2)
- B. Road profile standard with appropriate horizontal and vertical scale
- C. Numbered sequentially (lower right hand corner of each page)
- D. Name of Project
- E. Date, including additional space for revision dates
- F. North Arrow (all site related sheets)
- G. Engineering Scale (includes scale bar on all sheets)
- H. Survey Drawings at NAD 83/91 horizontal datum & NAVD 88 vertical datum and included on site plan (not to exceed 1”=50’)
- I. Contour Intervals = 2’ or 1’ where appropriate on flat sites

- J. Elevations within 50' of subject site
- K. Professional Stamp (Civil Engineer)
- L. Planner and Public Works Engineer Signature blocks, each sheet (see attached example)

1. Title Sheet

- Project Name
 - Site Development Permit/Land Use Planning Number (*not available at submittal point*)
 - Vicinity Map of Proposed Development
- Sheet Index
 - Table of Existing/Proposed:
 - Total Acres
 - Total Gross Floor Area
 - Total Net Floor Area
 - Total Parking & Loading Spaces
 - Total Impervious Surfaces
 - Zoning Designation
 - Land Uses of N, S, E, W of Site
 - Parcel # (Section, Township, & Range)
 - Legal Description
 - CD Number (City Project Number)
 - Conditions of Approval

2. Existing Conditions and Tree Survey Plan(s)

- Existing Parcel Boundary
- Existing Impervious Surfaces (indicate asphalt, gravel, etc)
- Existing Structures (include demolition, if applicable)
- Existing Utilities on site and along frontage
- Existing Significant Trees on site, along frontage, and any trees where drip line falls within site boundary
- Existing Easements
- Neighboring Parcel Numbers
- Environmentally critical areas, buffers, setbacks
- Location of existing well(s) or septic system(s) on site or within 100' of site

3. Horizontal Control Plan(s)

- Location of Existing Monuments
- Basis of Bearing
- Horizontal Datum (NAD 83/91)
- Vertical Datum (NAVD 88)
- Boundary
- Graphic location of all existing easements

4. Grading and Temporary Erosion Control Plan(s)

- City of Maple Valley Standard Erosion Control Notes
- Critical Areas and Buffers
- Existing and Proposed Grade Contours
- Existing Significant Trees
- Construction Staging area
- Construction fueling area
- Listing of stockpiled TESC materials and location
- Erosion Control Plan (KCSWDM Appendix D)
 - o Construction entrance
 - o Clearing limits
 - o Silt fence
 - o Stock Piles
 - o Catch basin inserts
 - o Bank protection
 - o Hydro-Seeding
 - o Sedimentation Pond
 - o TESC Details
 - o Other B.M.P's relevant to the project

5. Drainage Plan(s)

- City of Maple Valley Standard Drainage Notes
- Storm water Facilities, Existing/Proposed
- Contours, Existing/Proposed
- Storm Profiles with utility crossings
- Storm water details
- Catch basin and Grate Type
- Stormwater B.M.P's with all relevant notes and details
- Water quality B.M.P's with all relevant notes and details
- Show Sewer/Water/ Other utility plans

6. Combined Utilities Plan(s) with vertical separation table

7. Roadway Improvement Plans and Profiles

A. Private Roads

- Limits of new and existing access easement
- Construction centerline referenced to the public right of way centerline or other City monumentation
- Horizontal and vertical alignment of the road. Indicate how alignment of the new road will match existing Public Street with a relatively level landing that provides adequate sight distance for safe ingress and egress
- New roadway construction referenced to the construction centerline (station and offset).
- Typical road section showing pavement (thickness, type), top and base course (size, type and thickness), subgrade compaction, transverse pavement slope, typical

cut/fill side slope grades to catch point with existing grade, easement limits relative to road centerline.

B. Public roads:

- Limits of new and existing roadway in the right of way
- Construction centerline referenced to the section breakdown, public right of way centerline or other City monumentation
- Horizontal and vertical alignment of the new road. Indicate how it will match the existing road for at least fifty feet (50') beyond the limits of the new construction
- Existing topography and improvements (screened) extending at least fifty feet (50') beyond the limits of the new construction along the right of way
- All existing and proposed private improvements and public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, freestanding lighting fixtures, water and sewer mains, manholes, water meters, retaining walls or rockeries, catch basins, storm drains, drainage ditches, utility junction boxes, public utility transformers, etc., along the full extent of the right of way. Indicate type, size and horizontal and vertical locations.
- New roadway construction referenced to the construction centerline (station and offset).
- Typical road section showing: pavement (thickness, type), top and base course (size, type and thickness), subgrade compaction, transverse pavement slope, curb (type and size), sidewalk or trail (width, section thickness, material), typical cut/fill side slope grades to catch point with existing grade, right of way limits relative to road and or construction centerline
- Channelization and Signage Plan
- Location of proposed street lights
- Location of street trees

8. Paving Plan / Parking Plan:

Public or Private Streets, driveways plans shall include the following at a minimum:

- City of Maple Valley Standard Road Notes
- Existing pavement (indicate asphalt, concrete, gravel, etc)
- Proposed pavement
- Road cross sections
- Road profiles (include existing road profiles)
- Signage and road striping
- Mail box locations (if applicable)
- ADA curb ramp at intersections to follow WSDOT Std Plan(s)

Parking lot plans shall include the following at a minimum:

- Parking space and aisle dimensions
- Parking stall count by type (i.e. compact, standard, ADA accessible)
- Location of proposed loading / vanpool / carpool spaces
- 18" stepping space adjacent to landscaped areas
- Proposed parking lot lighting locations (including light fixture detail)
- Parking lot surfacing cross section
- Parking lot striping
- Proposed wheel stop / curb locations
- Fire lane striping
- Bicycle facility location, bicycle space parking count
- Pedestrian / bicycle circulation plan and site access
- Walkway dimensions
- ADA accessible pathways / ramps
- Crosswalks

9. Illumination Plan(s)

- Existing lighting (removal/relocation)
- Location of proposed lighting
- Illumination Details and Notes
- Photometrics showing foot candle distribution

10. Landscaping/Tree Retention Plan:

A. The landscape plan submitted to the department shall identify the following:

- City of Maple Valley standard landscape notes
- Total landscape area.
- Landscape materials, botanical/common name and applicable size
- Property lines
- Impervious surfaces
- Location of proposed utilities (water, sewer, overhead electric / telephone, and stormwater)
- Natural or manmade water features or bodies
- Existing or proposed structures, fences, and retaining walls
- Existing and proposed grade
- Natural features or vegetation left in natural state
- Perimeter (street, interior property lines) landscaped area
- Parking Lot area and proposed number of parking stalls
- Landscaping square footage associated with the proposed parking
- Number of trees associated with the proposed parking

- Plant specifics, including at a minimum:
 - Plant name (botanical / common) Counts of individual plants
 - Plant sizes
 - Diameter / minimum height
 - Percentage of tree types (i.e. deciduous / coniferous)
- Proposed curbs or structural barriers to protect the plantings from vehicle overhang
- Landscaping details, including at a minimum:
 - Plant installation
 - Root barrier
 - Compost / mulch treatments
- Street Trees
- Irrigation specifics
- The proposed landscape plan shall be certified by a Washington State registered landscape architect, Washington State certified
- Planter strip detail with root guard
- Table of Landscape Material/Mix Including:
 - Botanical/Common Name
 - Diameter Width

B. Tree Retention Plan

- Tree's identification tag number if required
- Diameter of tree and actual tree drip line
- Clearing limits and location of TESC fencing
- Grading, proposed utilities
- Tree protection barriers - installed along the outer edge and completely encompass the drip line of trees identified for retention.
 - Protection barriers shall consist of fencing at least four feet high,
 - Constructed of chain link or polyethylene laminar safety fencing or similar material;
- Tree protection flagging - along the outer edge
 - Completely encompass the drip line of trees identified for retention.
 - Flagging should include signs reading "Tree Save Area."
- Long-term protection of trees identified for retention:
 - Curbing or other physical barrier in areas used by vehicular traffic;
 - Fencing around areas adjacent to areas not used by vehicular traffic;
 - or
 - Other protection means as approved by the director.
- The Plan shall be reviewed by a certified professional to ensure selection of healthy trees pursuant to MVMC 18.40.130, Tree retention requirements;
- Structures including Detention Facilities, Existing and Proposed
- Fences and Retaining Walls
- Undisturbed Vegetated Areas
- Utilities

Mitigation Plan

Traffic Control Plan - if work in public right of way, may be submitted prior to preconstruction meeting