

CITY OF PACIFIC

SITE DEVELOPMENT INSTRUCTION SHEET

When preparing the information necessary for the complete application, please print clearly or type the required responses. If you need further information, please contact the City engineer at (253) 929-1110.

The following materials are the minimum required to process the application. Additional material or information may be required by the City should the scope of the project warrant same.

- A completed application form (attached) and appropriate review fee.
- Five (5) copies of the proposed site plan, including landscaping. The minimum map size shall be 18" x 24" and be of a scale no greater than 1" = 50'. The following information shall be provided on the plan:
 - Vicinity map indicating location in the City
 - Lot boundary lines, with appropriate dimensions
 - Landscaping as required by code
 - Map scale
 - North arrow
 - Pre and post topographic contours (2' contours) of the site and adjacent properties (minimum of 50' beyond site boundaries)
 - Existing structures
 - All existing and proposed utilities
 - Erosion control plan for the project construction (Consistent with the King County Surface Water Design Manual)
 - Drainage Study to include pre and post storm drainage runoff and control data (Consistent with the King County Manual, current edition)
 - Site stabilization plan (Consistent with the King County Manual, current edition)
 - A reduced site plan (11"x17") map showing title, scale and north arrow only
- If greater than 399 cubic yards of fill are proposed a completed and signed Environmental Checklist is required with the appropriate application fee. With the checklist, stamped envelopes for each parcel with the names and addresses of registered owners of all property within 300 (three hundred) feet of the site shall be provided.

CITY OF PACIFIC APPLICATION FOR SITE DEVELOPMENT

Application Date: _____ Permit # _____

Issued Date: _____ Receipt # _____

***Note: Permit expires one year after issuance unless otherwise stated**

(Detailed plans and specifications are required with this application. Two sets of plans showing topography, drainage, and other needed information. Indicate the extent of work on plans (before and after slope)).

Applicant Name: _____

Address: _____

Phone #: _____ Fax #: _____

Job Address: _____

Legal Description: _____

Contractor Name: _____

Contractor Address: _____

Contractor Phone #: _____ Contractor Fax #: _____

Bond Company _____ License #: _____

Describe the purpose and extent of all proposed work _____

Valuation \$ _____

(Do Not Write Below This Line)

City Approval:

City Engineer and/or Public Works Director

Date _____

Owner/Agent/Contractor

Date _____

Chapter 16.30

PROVISIONS RELEVANT TO ALL PERMITS

Sections:

- 16.30.010 Designated permit coordinator.
- 16.30.020 Consolidation of permits.
- 16.30.030 Method of publication.
- 16.30.040 Permit conditions.
- 16.30.050 Assignment of permits.
- 16.30.060 Permit expiration.
- 16.30.070 All aspects of the application are binding.
- 16.30.080 Minor changes.
- 16.30.090 Time deadlines falling on non-business days.
- 16.30.100 Minor procedural errors shall not invalidate proceedings.
- 16.30.110 Stay of further permits in the event of appeal.

16.30.010 Designated permit coordinator.

The director, or the director's designee, shall be the designated permit coordinator pursuant to RCW 36.70B.120(1) for all permits subject to these development regulations. (Ord. 1505 § 4, 2001).

16.30.020 Consolidation of permits.

If a proposal requires more than one permit, all permits shall be consolidated, as follows.

A. Such information as name, address, and legal description need only be entered once, by such means as a master permit application form or master cover sheet.

B. Reports, hearings, notices, recommendations, and decisions shall address the project as a whole except where expediency requires otherwise, such as where the proponent requires one authorization before another.

C. Appeals of more than one of the permits required for a project shall be consolidated in a single appeal, to the extent that the appeals bodies are identical.

D. The director shall utilize the process of that permit type which includes all reviews required for the various permits, and no more, provided that the official or body holding any hearing, making any decision, or hearing any

appeal shall not change as a result. (Ord. 1505 § 4, 2001).

16.30.030 Method of publication.

A. All notices required by these development regulations shall include the proposed action, the general location of the property, and such other information as the director deems necessary. Notices of hearing shall be published at least 10 days prior to the hearing, and shall include the time, place, and purpose of such hearing.

B. The applicant shall bear all publication costs.

C. Notices of application, hearing, and/or declaration of significance/scoping shall be:

1. Mailed by first-class mail to the applicant and all owners of property within 300 feet of any portion of the proposed action according to the latest available county assessment roll (in measuring distance, public rights-of-way other than the SR 167 right-of-way shall not be included);

2. Posted on the development site, at the location(s) which the director deems best suited to reach the attention of whoever may be affected, on city-produced sign(s) containing a heading such as "Public Notice - Proposed Land Use Development Action";

3. Posted on bulletin boards designated for land use notices; and

4. Published in the officially designated newspaper.

D. Notices of decision shall be:

1. Mailed to the applicant, the county assessor, and anyone who, prior to the decision, requested notice of the decision, or submitted substantive comments on the application;

2. Posted on the development site on the same city sign(s) on which was posted the previous notice(s); and

3. Posted on bulletin boards designated for land use notices. (Ord. 1505 § 4, 2001).

16.30.040 Permit conditions.

In granting a permit, the grantor may attach thereto such conditions as necessary to make the permit compatible with the criteria applicable to that permit. (Ord. 1505 § 4, 2001).

16.30.050 Assignment of permits.

Development permits shall run with the land and be freely assignable. (Ord. 1505 § 4, 2001).

16.30.060 Permit expiration.

A. This section applies to all permits except those based on the Uniform Building Code, which has its own expiration provisions.

B. Permits shall expire two years after the date of issuance if substantial progress has not been made toward realizing the permitted use or project, or within three years if construction has not been completed.

C. The body charged with granting the permit may extend the date of permit expiration for one year upon request by the applicant prior to said permit's expiration. (Ord. 1505 § 4, 2001).

16.30.070 All aspects of the application are binding.

All aspects of the application are binding, including graphic representations such as site plans, building elevations, and related required materials. (Ord. 1505 § 4, 2001).

16.30.080 Minor changes.

The director may approve minor changes to the permitted proposal that do not create any additional lots or impacts; provided, those changes are so insignificant that, in the director's judgment, the changes would not have affected the decision of the original decision-makers; and provided, that the proposal still complies with these development regulations. More substantial changes shall require a new permit. (Ord. 1505 § 4, 2001).

16.30.090 Time deadlines falling on non-business days.

Any time deadline established by this title that falls on a day in which the Pacific City Hall is closed shall extend to the next business day. (Ord. 1505 § 4, 2001).

16.30.100 Minor procedural errors shall not invalidate proceedings.

Minor inaccuracies in permit procedures, such as minor inaccuracies in any public

notice, shall not invalidate a permit proceeding. (Ord. 1505 § 4, 2001).

16.30.110 Stay of further permits in the event of appeal.

A. When any city action taken pursuant to these development regulations is administratively appealed, the director may stay further permit issuances for the use or improvement to which the appeal relates until the appeal has been settled.

B. When any city action taken pursuant to these development regulations appears likely to be judicially appealed, or has been judicially appealed, the director may stay further permit issuances for the use or improvement to which the appeal relates until the appeals period has lapsed and the appeal, if any, has been settled. (Ord. 1505 § 4, 2001).