

# SITE DEVELOPMENT REVIEW CHECKLIST



# CITY OF UNIVERSITY PLACE

3715 Bridgeport Way West, University Place, WA 98466, (253) 566-5656

---

The Site Development Review Checklist was developed to assist applicants in completing the application package and to reduce permit review times.

## **Instructions for completing the Site Development Review Checklist:**

1. The checklist shall be filled out completely and turned in with the site development permit application. Any application that does not include a completed checklist will not be accepted.
2. The applicant shall provide a response for each checklist item. If the applicant's response is "yes", the submittal documents must be in complete agreement with the printed statement. If the applicant's response is "no", the response must be accompanied by a written explanation. Additional sheets may be attached.
3. The City will review the checklist for accuracy. The checklist will be returned to the applicant with City comments if any deficiencies are noted in the accuracy review. Further review of the submittal documents will be suspended until the checklist has been resubmitted with all deficiencies corrected.

# General Requirements

## PLAN FORMAT

Does your site development plan set include the following?

- a. Plan sheet size shall be 24”x 36”
- b. A title block shall be provided on each plan sheet. The title block shall list at a minimum the development title, the name, address, and phone number of the firm or individual preparing the plan, the initials of the person who designed the plans, drew the plans, and checked the plans, a revision block, date, page (of pages) numbering, and sheet title.
- c. All plan sheets and reports shall contain the signed and dated Engineer’s stamp.
- d. All plan sheets shall include the standard City approval block.

Applicant Response:

- Yes: The plan set includes all of the above information
- No (provide explanation): \_\_\_\_\_  
\_\_\_\_\_

<i>For City Use Only</i>	City Comments: _____ _____ _____
--------------------------	--

## COVER SHEET

Does the cover sheet of your plan set contain the following information?

- a. Project Title
- b. Sheet index (if more than three pages).
- c. Vicinity map.
- d. Legal description.
- e. Name, phone number, and address of the owner, applicant (if different from the owner), engineer, and surveyor.
- f. Section, Township, and Range of the project site.
- g. Datum - benchmark elevation and location
- h. Basis of Bearing
- i. Legend that includes the standard APWA symbols
- j. Site information: project site size (area), zoning, parcel #, and service/utility providers
- k. Other permits statement.
- l. Damaged monument statement.

Applicant Response:

- Yes: The plan set includes all of the above information
- No (provide explanation): \_\_\_\_\_  
\_\_\_\_\_

<i>For City Use Only</i>	City Comments: _____ _____ _____
--------------------------	--

**GENERAL ITEMS**

Are the following items included on all applicable sheets?

- a. North arrow (on all sheets that contain a plan view)
- b. Scale Bar (on all sheets that contain either a plan or profile view). The scale shall be legible and usable for the detail required.
- c. Datum – benchmark elevation and location (on all sheets where elevations are referenced).
- d. Utility one-call phone number (on all sheets).
- e. Existing features shall be shown with dashed or half-toned lines, in order to clearly distinguish existing features from proposed improvements.
- f. Plan sheets shall indicate all property lines, right-of-way lines, and easements, and critical area boundaries.
- g. Match lines with stationing

Applicant Response:

- Yes: All of the above items have been included on the applicable sheets.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

**ADJACENT PROPERTIES**

Are all the adjacent properties clearly identified on the plans?

*Adjacent lots must be identified by parcel number and adjacent streets must be identified by name.*

Applicant Response:

- Yes: All adjacent properties are identified on the applicable sheets.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

**STANDARD NOTES AND DETAILS**

Are all the standard notes and details that apply to this project shown on the plans?

*The applicable standard notes and details from the City of University Place Standard Notes and Details and the King County Surface Water Design Manual shall be incorporated into the plan set.*

Applicant Response:

- Yes: All applicable standard notes and details are shown on sheet(s) \_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

**CONSTRUCTION SEQUENCE**

Is a detailed construction sequence included in the plan set?

*A recommended construction sequence is provided in the University Place Standard Notes and Details document.*

Applicant Response:

- Yes: The construction sequence is shown on sheet\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**GEOTECHNICAL REPORT**

Has a geotechnical report been included with the application?

Applicant Response:

- Yes: A geotechnical report is included.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**CRITICAL AREAS**

Are the critical areas clearly identified on the plans? *UPMC Title 17 identifies the criteria for critical areas.*

Applicant Response:

- Yes: The Critical Areas are shown and noted on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**TREE REMOVAL/PROTECTION**

Do the plans clearly show the location and number of all trees that will be removed as part of this project? *A separate tree removal permit is required for the removal of more than five trees larger than 6-caliper inches in size (diameter).*

Applicant Response:

- Yes: The proposed tree removals are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**STATE ENVIRONMENTAL POLICY ACT (SEPA)**

Has a SEPA checklist been completed and submitted for this project?

Applicant Response:

- Yes: A SEPA checklist has been completed and submitted to the City.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**GRADING**

Are existing and proposed contours shown on all plan views including the identification of cut and fill slopes? *Contours shall be shown at 2-foot intervals (5-foot intervals for slopes > 15%; 10-foot intervals for slopes > 40%).*

Applicant Response:

- Yes: Contour lines are shown.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**RETAINING WALLS**

Are all existing and proposed retaining wall heights, types and locations shown on the plans?  
*A separate building permit is required for retaining walls.*

Applicant Response:

- Yes: The retaining walls are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

---

---

# Utilities

## UTILTIY PLAN

Does your plan set include a composite utility plan?

*The utility plan shall depict all utilities within the project site and adjacent right-of-way.*

Applicant Response:

Yes: The composite utility plan is included on sheet(s) \_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

*For City Use Only*

City Comments: \_\_\_\_\_

Complete

Incomplete

## METERS AND SERVICES

Is the water meter and service for the right-of-way landscaping irrigation shown on the plans?

Applicant Response:

Yes: The water meter and service are shown on sheet(s) \_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

*For City Use Only*

City Comments: \_\_\_\_\_

Complete

Incomplete

## FIRE HYDRANTS AND CONNECTIONS

Are the locations of existing and proposed fire hydrants and fire department connections shown on the plans? *Existing hydrants shall be upgraded to have 5" storz fittings.*

Applicant Response:

Yes: All hydrants and fire department connections have been shown on sheet(s) \_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

*For City Use Only*

City Comments: \_\_\_\_\_

Complete

Incomplete

**UTILITY EASEMENTS**

Are all proposed and existing utility easements shown on the plans?

Applicant Response:

Yes: Utility easements are shown on sheet(s) \_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**SEPTIC TANKS AND WELLS**

Are all septic tanks and wells located in the project area shown on the plans?

Applicant Response:

Yes: All septic tanks and wells are shown on sheet(s) \_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

# Street Improvements

## **RIGHT-OF-WAY/EASEMENTS**

Are all right-of-way and street widths shown on the plans?

Applicant Response:

- Yes: All right-of-way and street widths are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

---

## **TRAFFIC IMPACT ANALYSIS**

Has a traffic impact analysis been included with the application?

Applicant Response:

- Yes: The traffic impact analysis is included.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

---

## **CROSS SECTION**

Are street cross sections shown on the plans?

Applicant Response:

- Yes: Street cross sections are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

---

**PROFILE**

Is a street profile shown on the plans?  
*Existing and proposed profiles shall be shown.*

Applicant Response:

- Yes: The street profile is shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**SIDEWALKS, CURBS, AND GUTTERS**

Are all existing and proposed sidewalks, curbs and gutters shown on the plans?

Applicant Response:

- Yes: The sidewalks, curbs, and gutters are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**PLANTER STRIP**

Are all existing and proposed right of way planter strips shown on the plans including the location and types of all proposed landscaping and irrigation?

Applicant Response:

- Yes: The planter strips, landscaping, and irrigation are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**PAVING**

Are all the paving and patching widths shown on the plans?

Applicant Response:

- Yes: The paving and patching widths are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**GEOMETRIC LAYOUT**

Are all geometric features for the construction of roads and driveways depicted with dimensions, numerical data, and stationing?

Applicant Response:

Yes: The roadway geometric design information is shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**INTERSECTION CURB RADII**

Are all proposed radii for intersections shown on the plans?

Applicant Response:

Yes: The intersection curb radii are shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**SIGHT DISTANCE**

Has a sight distance diagram been depicted on the plans for each intersection?

Applicant Response:

Yes: The sight distance diagram is shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**DRIVEWAYS**

Do your plans show the location of all existing and proposed driveways including the width?  
*Driveways on adjacent properties shall also be shown if they are within 150 feet of any proposed access.*

Applicant Response:

Yes: The driveways are shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_

\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**STREET LIGHTS**

Do your plans show the location and type of all existing and proposed street lights?

Applicant Response:

- Yes: The street lights are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**ASPHALT RAMPS AT THE END OF SIDEWALKS**

Do the plans depict an asphalt ramp at the temporary end of all proposed sidewalks? *An asphalt ramp is necessary to allow for pedestrians to travel back to the street or shoulder.*

Applicant Response:

- Yes: The asphalt ramps are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**WHEELCHAIR RAMPS**

Are all existing and proposed wheelchair ramp locations and details shown on the plans? *Wheelchair ramps shall be designed and constructed in accordance with ADA requirements and State standards.*

Applicant Response:

- Yes: The wheelchair ramps are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**HANDRAILS**

Are all existing and proposed handrails and fencing shown on the plans? *Handrails or fencing is required along any walkway adjacent to a slope steeper than 3:1 or adjacent to a drop greater than 30-inches.*

Applicant Response:

- Yes: The handrails/fences are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**SIGNAGE**

Are all proposed street signs shown on the plans?  
*Street signage shall be in conformance with the MUTCD.*

Applicant Response:

- Yes: All street signs are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**SIGNALS**

Are all existing and proposed traffic signals shown on the plans?

Applicant Response:

- Yes: All traffic signals are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**BUS STOPS AND SHELTERS**

Are all existing and proposed bus stops and shelters shown on the plans?

Applicant Response:

- Yes: All bus stops and shelters are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**SURVEY MONUMENTS**

Are all existing and proposed survey monuments shown on the plans?  
*A separate permit must be obtained from the State department of Natural Resources before any work may proceed that will modify or disturb any existing survey monument.*

Applicant Response:

- Yes: All survey monuments are shown on sheet(s)\_\_\_\_\_.
  - No (provide explanation): \_\_\_\_\_
- 

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

---

**PAVEMENT MARKING**

Are all proposed and existing pavement markings shown on the plans?

Applicant Response:

Yes: The pavement markings are shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_  
\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

**EASEMENTS**

Are all street improvement easements (including construction easements) shown on the plans?

Applicant Response:

Yes: The street improvement easements are shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_  
\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

**MAILBOXES**

Are all proposed mailbox locations shown on the plans?

Applicant Response:

Yes: The mailbox locations are shown on sheet(s)\_\_\_\_\_.

No (provide explanation): \_\_\_\_\_  
\_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_  
 Complete \_\_\_\_\_  
 Incomplete \_\_\_\_\_

# Surface Water Management

## **EROSION AND SEDIMENTATION CONTROL**

Are the locations and details of all proposed erosion and sedimentation control (ESC) facilities shown on the plans? *Erosion and sedimentation control facilities shall be in conformance with the King County Surface Water Design Manual.*

Applicant Response:

- Yes: The ESC facilities are shown on sheet(s) \_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_
- \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

## **STORM DRAINAGE SYSTEM**

Are all existing and proposed storm drainage pipes, structures, and facilities (including invert and rim elevations, stationing and any applicable details) shown on the plans?

Applicant Response:

- Yes: The storm drainage system is shown on sheet(s) \_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_
- \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

## **STORM DRAINAGE PROFILE**

Is storm drainage system profile shown on the plans including pipe size, material, and slope? *Existing utilities shall be shown on the plans at any crossings with the proposed system.*

Applicant Response:

- Yes: The storm drainage profile is shown on sheet(s) \_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_
- \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**ACCESS**

Are all storm drainage access facilities (roads, fencing, ports) shown on the plans?

Applicant Response:

- Yes: The access facilities are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**STORM DRAINAGE EASEMENTS**

Are all existing and proposed storm drainage easements shown on the plans?

Applicant Response:

- Yes: The easements are shown on sheet(s)\_\_\_\_\_.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_

**STORM DRAINAGE REPORT**

Have you included a storm drainage report with your submittal documents?

*Storm drainage reports must be in conformance with the King County Surface Water Design Manual and the City of University Place Municipal Code.*

Applicant Response:

- Yes: The storm drainage report has been included.
- No (provide explanation): \_\_\_\_\_

*For City Use Only* City Comments: \_\_\_\_\_

Complete \_\_\_\_\_

Incomplete \_\_\_\_\_