

# MASTER PLAN Cover Sheet



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**OFFICE USE ONLY**

**MASTER PLAN #**

**PUP**

**DEVELOPMENT NAME:**

**PLAN NAME:**

**PLAN #:**

**APPLICANT:**

Phone:

Fax:

Address (Street, City, State, Zip):

E-Mail Address:

**PROPERTY OWNER:**

Phone:

Fax:

Address (Street, City, State, Zip):

E-Mail Address:

**ARCHITECT:**

Phone:

Fax:

Address (Street, City, State, Zip):

E-Mail Address:

**DESCRIPTION OF OPTION #1:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF OPTION #2:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED CONSTRUCTION SQUARE FOOTAGE:**

1<sup>st</sup> Floor: \_\_\_\_\_

Garage/Carport: \_\_\_\_\_

Is the house sprinkled:  Yes  No

2<sup>nd</sup> Floor: \_\_\_\_\_

Covered Deck/Patio: \_\_\_\_\_

Basement: \_\_\_\_\_

Uncovered Deck: \_\_\_\_\_

Retaining Wall (linear ft): \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

*I hereby certify that the information provided is correct and that the construction on the above-described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the University Place Municipal Code. I hereby agree to the terms of the attached Master Plan Policy and understand that abuse of this privilege will result in the Master Plan being revoked.*

Print Name: \_\_\_\_\_  Owner  Agent/Other (specify):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MASTER PLAN PROCESS

## Criteria

- The development is to be completely constructed by a single contractor.
- A maximum of five Master Plans are allowed per development. Additional floor plans will be processed per normal residential submittal procedures. For developments of 50 parcels or more, the Building Official can allow up to five additional Master Plans at his or her discretion.

## Process

- Each Master Plan submittal shall include: one Master Plan cover sheet (see attached), and one complete stamped set of architectural plans, specifications and calculations. Plans will be reviewed and approved unless corrections are necessary. The City will maintain a copy of each approved plan set.
- Subsequent site specific submittals shall include everything on the "Residential Submittal Requirements" with the exception of only two sets of building plans (one for the Assessor and one to be designated a "site copy") and one set of engineering calculations. The application shall specify which Master Plan is to be constructed.
- Mirror image plans are not allowed; plans must be in the correct orientation.
- A maximum of two options per Master Plan are allowed only if they are non-structural. Subsequent site specific submittals shall indicate on the application which option is to be constructed and the unused option must clearly be X'd out on the plans.
- The contractor shall keep a copy of approved plans on each individual site. Plans must be maintained in legible condition and be available for review by both inspection personnel and subcontractors.
- Master Plans shall expire upon adoption of a new code cycle and/or upon completion of the development.

## Fees

- A full plan review fee shall be charge for each Master Plan.
- The building, plumbing and mechanical fees will be calculated per adopted City fee schedule.
- An intake fee of \$720 is due for each Master Plan submittal. The balance of fees will be charged upon approval of the Master Plan.
- Subsequent site specific submittals will have an intake fee of \$500. The total plan review fee due upon issuance will be discounted by 50% to account for note transcription, processing and records management.

## Revisions

- Any revision to a Master Plan shall include the following: one revised Master Plan cover sheet, one revised stamped set of architectural plans with changes clearly clouded, and one set of specifications and calculations (if applicable). Hourly plan review revision fees will be charged per the adopted City fee schedule. The revised Master Plan will become the approved Master Plan for all future submittals.
- Any revision for an individual lot, including but not limited to; adding square footage, decks, or structural changes will increase the project valuation and therefore negate the 50% Master Plan discount. In this case the full plan review fee shall be paid in addition to the hourly revision fee.

Initials: \_\_\_\_\_