Site Development Permit Submittal Requirements

CITY OF ISSAQUAH WASHINGTON
Development Services Department
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Purpose

The purpose of the Submittal Requirements for a Site Development Permit is to provide a clear list of requirements to facilitate an efficient review process. This list continues the process from conceptual plans at the feasibility level to most specific at the construction permit stage.

This list is intended to continue the partnership between the applicant and city staff built in earlier feasibility and pre-application meetings to create a development that is consistent with city plans, goals, policies, and regulations.

Intake Procedure

The following steps will help ensure a smooth intake process:

Step #1: **The applicant and staff will complete this list at the (final) pre-application meeting** and add any additional items needed at that meeting or immediately following.

Step #2: **Applicant assembles all items on this list.**

Step #3: **Applicant schedules an optional Pre-Submittal Meeting with the Permit Center** by calling 425-837-3100 or by e-mail at PermitCenter@issaquahwa.gov. Staff will review the submittal package with the applicant and highlight additional items or corrections needed.

Step #4: **Submit an electronic submittal package** through MyBuildingPermit.com. All electronic submittals will occur through the applicant's MyBuildingPermit.com dashboard throughout the review process. See General Requirements below for electronic submittal information.

Step #5: **Applicant makes an Intake Appointment** with a Permit Technician by calling the Permit Center at (425) 837-3100 or by e-mail at PermitCenter@issaquahwa.gov.

Note: Plans that do not meet the following requirements will result in a delay of the intake process.

If you have questions please contact your Permit Technician or Christopher Wright, Project Oversight Manager, (425) 837-3093 or chrisw@issaquahwa.gov.

Provide	N/A	Item

I. Pre-Application Meeting Follow-up Items

A. Additional Documents Needed

☐	☑	1.	
☐	☐	2.	
☐	☐	3.	
☐	☐	4.	

B. Additional Plan Requirements Needed

☐	☑	1.	
☐	☐	2.	
☐	☐	3.	
☐	☐	4.	

II. General Requirements

A. Plan Requirements

1. Electronic Submittals

☐ ☐ a. Plan Set Requirements
   i. Must be PDF files no larger than 200mb in size.
   ii. All sheets must be combined into one PDF document unless required to maintain 200mb file size limit.
   iii. Must be exported from their source document (not scanned).
   iv. Orient all sheets so the top of the page is always at the top of the computer screen and set to landscape orientation.
   v. All page labels must match the page number of the sheet.

b. Document Requirements
   i. Must be in PDF files no larger than 100mb in size.
   ii. Each document may be its own PDF file.
   iii. All pages of a document must be combined into one PDF file and properly rotated for readability.
   iv. Export each document from the original source rather than scanning whenever possible.

2. Paper Submittals ELECTRONIC SUBMITTAL PROVIDED
   - ☐ ☒ a. Eight (8) copies of rolled sets of plans. All plan sheets are to be the same size and of legible professional quality. Preferred size is 24" x 36".
   - ☐ ☒ b. Three (3) copies of 11" x 17" bound sets of plans.
- ☒ ☐ 3. All sheets shall be numbered and include the preparer's contact names, phone, address and e-mail and title block.
- ☒ ☐ 4. North arrow and scale bar must be shown in the same location on each page of the plan sets with north oriented toward the top of the sheet.
- ☒ ☐ 5. All plans shall be based on and at the same standard scale. Preferred scale is 1" = 20' unless other arrangements are made by the City. OVERALL SHEETS AT 1"=60' SCALE. BLOW-UP SHEETS AT 1"=20' SCALE
- ☒ ☐ 6. Topographic plans shall extend one hundred (100) feet beyond the exterior property lines and detail all natural and manmade features.
- ☒ ☐ 7. Label all streets using City of Issaquah street names.
- ☒ ☐ 8. All plans shall have the same orientation and to encourage coordination (including engineering site plan, architectural site plan, landscape plan, etc.) shall use consistent base maps.
- ☒ ☐ 9. All plans must make a distinction between existing and proposed features and/or improvements.
- ☒ ☐ 10. Each page of the plan set shall a title indicating the contents and a legend indicating the symbols used on the page (one legend on front of plan set is not acceptable).
- ☒ ☐ 11. In cases where a large site must be displayed over several sheets to convey the appropriate level of detail, provide a composite plan, showing the entire site. The plans shall be labeled to indicate they are composite.

B. Fees

- ☐ ☐ 1. **Application fees** shall be paid at the time of submittal. For a summary of required submittal fees, please check with your Permit Technician.

C. Plans and Documents

- ☒ ☐ 1. **Permit Application**
- ☒ ☐ 2. **Site Development Permit Submittal Checklist** – The City will work with the applicant during the Pre-Application process to identify the applicable items.
- ☒ ☐ 3. **Affidavit of Ownership/Agent Authority**
- ☒ ☐ 4. **Project Narrative** including Development Objectives, proposal, and relationship to existing site and its uses. Analysis of site and surrounding features such as views, natural and manmade features, community landmarks, development patterns, impact on proposal.
- ✓ ☐ 5. **Design Criteria Narrative** showing consistency with applicable criteria such as Central Plan Development and Design Standards, Urban Village Design Guidelines, IMC 18.07 Design Criteria Checklist, Olde Town Design Standards, or other criteria. Briefly discuss those standards or guidelines that the applicant thinks are most pertinent to the site and design of the project, and how the proposal implements and complies with them.
- ✓ ☐ 6. Discuss how the proposed design will address the **City's Vision on Sustainable Development**; and, indicate if you propose to certify the development as a green building.
- ✓ ☐ 7. **Responses to comments following the final Pre-Application Meeting** to address issues and concerns discussed at the Pre-Application Meeting. Provide responses on the document provided by the City following the final Pre-Application Meeting.COMMENT RESPONSES STARTED
- ☐ ☒ 8. **Form, stamp or letter indicating application review and approval by outside agencies**

such as the Master Developer, Architectural Review Committee (ARC), or other applicable body. Please include copies of any required changes or suggestions from these bodies.

☑ ☐ 9. **SEPA Environmental Checklist**

☐ ☐ 10. **Technical Studies** may include, but are not limited to:

☒ ☐ a. Wetlands Study

☐ ☒ b. Subsurface Mine Hazard Study

☐ ☒ c. Hydrology Study

☒ ☐ d. Geotechnical Study

☐ ☒ e. Mitigation Report **N/A MITIGIATION INCLUDED IN WETLAND REPORT**

☑ ☐ f. Noise Study

☐ ☑ g. Archaeological & Historic Preservation compliance requirements - See WA DAHP

☒ ☐ 11. **Tree Health Assessment** shall be prepared by a certified arborist to show all trees on site that are 6 inches or greater in diameter at 4.5' above ground. The tree health assessment shall also verify that all trees designated as retained are healthy trees.

☑ ☐ 12. **Stormwater Report including CARA** (Critical Aquifer Recharge Areas) **requirements.**

☐ ☒ 13. **Hazardous materials** to be used or stored on-site

☐ ☐ 14. **Transportation Concurrency Certificate Application with Trip Calculator**

☑ ☐ 15. **Traffic Impact Analysis Guidelines**

☑ ☐ 16. **Parking Analysis**

☐ ☒ 17. **Affordable Housing Agreement** - if required by the City.

☐ ☑ 18. **Phasing Plan** for projects proposed to be phased identifying the proposed timing of each phase and a clear delineation of those improvements to be constructed for each phase.

☑ ☐ 19. **Title Report** providing the full title report for all parcels involved, dated within 90 days of the submittal date.

☒ ☐ 20. **Public Notice Site Plan** in electronic format, 8.5" x 11" size, showing the following information on the site plan suitable for a public notice letter:

☒ ☐ a. Show proposed project

☒ ☐ b. North Arrow

☒ ☐ c. Street numbers and/or names adjacent to the project boundary

☒ ☐ d. Project Name

☒ ☐ e. Identify the boundaries of any critical areas, and trees to be saved and removed.

☒ ☐ f. One paragraph written narrative summarizing the project and key issues.

☑ ☐ 21. **Exterior colors and materials sample board**, if applicable (outside of the Urban Villages) no larger than 11" x 14". This board should include all proposed colors and materials, their manufacturer's ID number, area where the colors and materials are to be used, and a small (approx. 4" square) sample.

☑ ☐ 22. **Photographs of existing site and/or aerial photographs**

☑ ☐ 23. **Examples of site amenities** such as benches, light fixtures, bike racks, etc.

☑ ☐ 24. **Color perspective drawing(s) showing all elevations**

☑ ☐ 25. **List of development adjustments (AAS, AMM), requested or previously approved**

a) Code standards and amounts.

b) Proposed adjustment amounts.

c) Explain how the proposed design intends to meet or exceed the City's development and/or design standards, and a quantitative comparison to a code-complying scheme.

☐ ☑ 26. **List of questions and/or interpretations for City staff to address**

☑ ☐ 27. **Certificates of Water and Sewer Availability** are required if the project is within the jurisdiction of the Sammamish Plateau Water and Sewer District.

III. Plan Requirements

A. Cover Sheet C0.1 LU

☒	☐	1.	Title of Proposal.
☒	☐	2.	Name, address, phone number and e-mail address of the owner, agent, developer, builder, surveyor, engineer(s), architect, land planner, arborist and all other persons involved.
☒	☐	3.	Small scale vicinity map relating the proposed development to existing streets, other developments and significant land features within ¼ mile of the subject property.
☒	☐	4.	Section, Township, Range and Tax Parcel Number(s).
☒	☐	5.	Legal Description
☒	☐	6.	Zoning
☒	☐	7.	IBC Construction type
☒	☐	8.	Use of building space, or occupancy classification, per IBC
☒	☐	9.	Type of construction, (e.g., concrete, steel, etc.) per IBC
☒	☐	10.	Sheet Index or Table of Contents for Plan Set
☐	☒	11.	Identify Neighborhood Type, such as for Urban Villages, if applicable.
☒	☐	12.	Gross Site Area
☒	☐	13.	Developable Site Area
☒	☐	14.	Base Site Area
☒	☐	15.	Gross Floor Area
☒	☐	16.	Floor Area Ratio (FAR)
☐	☒	17.	Number of Dwelling Units
☒	☐	18.	Impervious Surface and Pervious Surface (impervious + pervious = 100%).
☐	☒	19.	Open Space and/or Community Space
☒	☐	20.	Landscaping requirements.
☒	☐	21.	Required setbacks, if any (front, side, rear, other)
☒	☐	22.	Building Height(s)
☒	☐	23.	Parking - Total number of required and proposed standard, compact, micro, loading, and barrier free/van parking stalls, motorcycle stalls, bicycle stalls.
☒	☐	24.	Water and Sewer source: City of Issaquah; Sammamish Plateau Water & Sewer District; City of Bellevue; Private system (name); Septic; Water well; etc.
☒	☐	25.	Fire Flow rates, ERU's (Equivalent Residential Units) for sewer and water purposes.
☒	☐	26.	Listing of any and all permits required, including those outside the City of Issaquah.

B. Existing Site Survey C.02 LU-C0.5 LU

- ☒ ☐ 27. The survey shall be stamped by a licensed surveyor.
- ☒ ☐ 28. Topographic plans shall extend one hundred (100) feet beyond the exterior property lines and detail all natural and manmade features.
- ☒ ☐ 29. Indicate the location of all natural and manmade features, including size and use, on site and within one hundred (100) feet of the site, including buildings, easements, utilities, critical areas, critical area buffers, setback lines, etc.
- ☒ ☐ 30. Indicate the existing site topography at maximum five (5) foot intervals. For sites with slopes greater than 10%, show existing and proposed contours at 2-foot intervals. Spot elevation of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change. Show surface elevations at each corner of the site.
- ☐ ☒ 31. If project is within 100' of a FEMA 100 year Floodplain or Floodway, the base flood elevation must be shown using NAD 83-91 and the boundaries shown as well.
- ☒ ☐ 32. Indicate all watercourses, streams, ditches, channels, bridges, culverts, catch basins and show direction of flow.
- ☒ ☐ 33. Show all trees 6-inches or larger in diameter at 4½ feet above the ground, stands of trees, and other vegetation such as wetlands and shrubs.
- ☒ ☐ 34. Show property lines, including dimensions, distances, bearings, and corner markings, parcel numbers, lot numbers.
- ☒ ☐ 35. Include name or number of all streets.
- ☒ ☐ 36. Locate and label all existing adjacent right-of-way, private street, access easements, existing driveways and similar improvements including name or number, center line, curb, sidewalk, and all surface hardware, width of right-of-way, and distances to right-of-way centerline. Include King County recording number with all easements.
- ☒ ☐ 37. Show all on-site rights-of-way, easements and their purposes, dedicated areas, and open space areas, including parks, plazas, and woonerfs.
- ☒ ☐ 38. Indicate the width, materials, classification (as appropriate), and location of all on-site roads, trails, sidewalks, and walkways. Show their connections to adjacent and off-site improvements. For roadways indicate their slope in percent of grade.
- ☒ ☐ 39. Show the location of all easements including existing utilities, open space, drainage, native growth protection, and access easements. Include King County recording number with all easements.
- ☒ ☐ 40. Show location and use of all existing buildings.
- ☒ ☐ 41. Indicate location of utility vaults, hydrants, electrical equipment pads, traffic signals, power poles, exposed HVAC equipment, refuse/recycling enclosures and routes of all utilities, including domestic water and sewer, and storm.
- ☒ ☐ 42. Indicate height and material of all retaining structures, rockeries, and fences.
- ☒ ☐ 43. Show all exterior freestanding light fixtures (including street lights).

B. Site Plan C1.0 LU

☒	☐	1.	Show existing as well as proposed contours. Show existing contours as dashed lines and proposed contours as solid lines.
☒	☐	2.	Any area over 15% in slope shall be indicated. Designate steep slope areas (40% or steeper and 10 foot vertical relief or more).
☒	☐	3.	Indicate all surface water features, floodplains and/or wetlands.
☒	☐	4.	Location of proposed storm drainage system including detention/retention as well as ponding areas.
☒	☐	5.	Designate areas with greater than ten (10) feet of cut and/or fill.
☒	☐	6.	Show property lines including bearings, distances and corner markings.
☒	☐	7.	Show all existing and proposed on-site easements, dedicated areas and open space areas.
☒	☐	8.	Show location, overall dimensions and use of all remaining and proposed on-site buildings. Show distances from building walls to property lines.
☒	☐	9.	Label and number all compact, standard, micro, loading, barrier free/van parking stalls, motorcycle stalls, and bicycle stalls.
☒	☐	10.	Locate and label all existing adjacent right-of-way, private street, access easements, existing driveways and similar improvements including name or number, center line, curb, sidewalk, and all surface hardware, width of right-of-way, and distances to right-of-way centerline. Include King County recording number with all easements. Show proposed changes to any of the above.
☒	☐	11.	Indicate width, materials and location of all proposed and remaining circulation facilities.
☒	☐	12.	Indicate location of mailboxes, utility vaults, hydrants, electrical equipment pads, traffic signals, power poles, HVAC equipment, refuse/recycling enclosures and routes of all utilities, including domestic water and sewer.
☒	☐	13.	Indicate length, height, color treatment, and material of all retaining structures, rockeries, and fences including dumpster enclosures, with top and bottom spot elevations.
☒	☐	14.	Indicate freestanding sign locations.
☒	☐	15.	Show the location, type, and height of exterior fixtures including building, parking lot, and pedestrian area fixtures.
☒	☐	16.	Show site amenities such as benches, tables, fountains, bicycle racks, garbage receptacles, etc.
☒	☐	17.	Areas which will be used for temporary structures and portable carts.
☒	☐	18.	Areas for reserved seating.
☒	☑	19.	For parks, plazas, woonerfs, roads, indicate ownership and maintenance responsibilities.

C. Landscape Plan

1. Tree Preservation

- ☒ ☐ a) The location, size and species of all significant trees or groups of trees to be retained and removed. Trees shall be identified by botanical/common names and applicable size.
- ☒ ☐ b) For trees to remain, identify the critical root zone (generally 1' for each 1" of tree diameter measured at 4.5' above ground)
- ☒ ☐ c) A Tree Health Assessment prepared by a certified arborist shall be required for all trees on site that are 6 inches or greater in diameter. The tree health assessment shall also verify that all trees designated as retained are healthy trees.
- ☒ ☐ d) Completion of a Tree Preservation Summary Table showing how proposal complies with City tree preservation requirements.

2. Landscape Plan – Conceptual

- ☒ ☐ a) Show landscape concepts, or typical detail drawings, for key areas such as streetscapes, parking lots, screens, community spaces, walls, fences. Use vignette sketches, photos of similar landscapes, walls, fences, or other tools to convey the proposed concept and character.
- ☒ ☐ b) Indicate all existing plants and trees to be retained. For proposed plants show by type: evergreen and deciduous trees, shrubs, and groundcovers. Provide a distinct symbol or pattern, and a list of potential plant material for each plant or tree type include the plant's common and botanical names.
- ☒ ☐ c) Show all existing and proposed utilities, i.e., water, sanitary sewer, power vaults, hydrants, overhead wires, lights, poles, signs, etc., in relation to plantings, in a faded layer.
- ☒ ☐ d) Show proposed berm locations and size.
- ☒ ☐ e) Show location of proposed buildings, parking areas, accessory structures and access, and location of existing and proposed rockeries and retaining walls.
- ☒ ☐ f) Show HVAC/dumpster/recycling enclosures and above-grade utilities including dimensions, materials and colors. (See Permit Center for Dumpster/Recycling Enclosure Guidelines).

3. Mitigation Plan – Conceptual

- ☒ ☐ a) Demonstrate compliance with IMC 18.10 Critical Area Regulations mitigation requirements and King County Critical Area Mitigation Guidelines.
- ☐ ☐ b) Provide the Mitigation Type(s) pursuant to the King County Mitigation requirements.
- ☐ ☐ c) Provide the planting areas and planting ratios of native trees, shrubs, groundcovers

WETLAND REPORT PORVIDES MITIGATION FOR WETLAND AREA BEING REMOVED.

D. Circulation Plan C2.0-C2.1 LU

Note: May be combined with the Site Plan if approved by the City

1. Motorized Improvements

- ☒ ☐ a) Right-of-way locations, including bearings and distances.
- ☒ ☐ b) Streets, edge of pavement or curb, sidewalks, street centerlines, and street names.
- ☒ ☐ c) Frontage improvements and internal public and private streets, including: right-of-way dedications and easements, typical Street or Circulation Facility types and section(s), pavement width(s), sidewalk and planter strip width(s), and bicycle lane(s).
- ☒ ☐ d) Driveways, including: width, all driveways shown within 100 feet of the proposed site, driveway-to-driveway spacing, angle at intersection of street, and curb radius.

2. Pedestrian/Transit/Bike Access

- ☒ ☐ a) Circulation Facility types.
- ☒ ☐ b) Sidewalk locations.
- ☒ ☐ c) Pedestrian circulation within parking lot.
- ☒ ☐ d) Pedestrian connections to adjacent properties.
- ☒ ☐ e) Connection from parking to building entrances.
- ☐ ☒ f) Bus stops and bus shelters. NEAREST EX. BUS STOPS ARE APPOX. 1/4MI NORTH AND SOUTH OF SITE. NO PROPOSED BUS STOPS/SHELTERS
- ☒ ☐ g) Bike rack locations.
- ☒ ☐ h) Materials of surfaces.

3. Parking Plan

- ☒ ☐ a) Parking Layout including stall and drive aisle delineation and dimensions
- ☒ ☐ b) Stacking/queuing of vehicles.
- ☒ ☐ c) Loading zones.
- ☒ ☐ d) Truck/delivery areas with dimensions and turning radii.

E. Fire and Rescue C3.0 LU

- ☒ ☐ 1. Designated fire lanes with dimensions.
- ☒ ☐ 2. Profiles of existing or proposed road grades in excess of 10 percent.
- ☒ ☐ 3. Turning radii and the driving area of the emergency vehicle access routes.
- ☒ ☐ 4. Vehicle control devices such as gates, bollards, etc.
- ☒ ☐ 5. Water supply and fire protection features including all: fire hydrant locations, Fire Department Connections (FDCs) labeled for the building served, Post Indicator Valves (PIVs) labeled for the building served.

AHBL

F. Stormwater Plan C4.0 LU

- ☒ ☐ 1. Indicate all surface water features, floodplains and/or wetlands
- ☐ ☒ 2. Location of all contributing off-site drainage.
- ☒ ☐ 3. Location of existing storm drainage system.
- ☒ ☐ 4. Indicate pollutant separation location.
- ☒ ☐ 5. Indicate detention/retention as well as ponding areas.
- ☒ ☐ 6. Show all biofiltration areas.
- ☒ ☐ 7. Show locations of system conveyance pipes.
- ☒ ☐ 8. Show location of all proposed impervious surfaces and their square footages.
- ☒ ☐ 9. Indicate key drainage system critical elevations and finished floor elevations to be able to confirm system will function as designed.
- ☒ ☐ 10. Provide preliminary storm drainage calculations in accordance with applicable Standards. Include soil permeability tests or gradation per applicable City Standards. IN TIR
- ☒ ☐ 11. Show all rockeries and retaining walls. Show elevation and height.
- ☒ ☐ 12. All trees to be saved (significant trees) shall show a temporary chain link fence six (6) feet tall located at the actual drip line prior to any on-site grading. Accurately locate these significant trees using the site survey.
- ☒ ☐ 13. Maintenance vehicle access, to detention ponds and vaults (required to both ends of detention pipes and two access vaults (one near a control structure).
- ☒ ☐ 14. Provisions are required for the 100-year overflow path.

AHBL

G. Water, Sewer, and Other Utility Plans

- ☒ ☐ 1. Identify the water and sewer jurisdiction: City of Issaquah, Sammamish Plateau Water & Sewer District, City of Bellevue, other.
- ☒ ☐ 2. Show compliance with the jurisdiction's General Water Plans. Criteria for this review shall include verification of the property water system pressure zone and confirmation that all proposed water services will be within City requirements for water pressure. Acknowledgement shall be made of any fire flow deficiencies and mitigation proposed for the project. Analysis shall be provided of how the existing or proposed water system shall provide redundancy of domestic and fire flows per City standard and industry norms.
- ☒ ☐ 3. Show compliance with the jurisdiction's General Sewer Plans. Criteria shall include basin boundaries, service to adjacent properties, the ability to serve all properties within and beyond the development by gravity and the capacity of the sewer system to accommodate the proposed development.
- ☒ ☐ 4. Show locations, sizes, and connections of sewer and water facilities.
- ☒ ☐ 5. Identify and show resolution of conflicts with existing trees, retaining walls, rockeries, and other site features.
- ☐ ☒ 6. For utilities proposed to cross critical areas, indicate the proposed means of construction for the crossing and whether a critical areas exemption will be required to be obtained for construction.
- ☒ ☐ 7. Show locations of other utilities including power, power poles, gas, telephone and cable.

H. Building Elevations - Conceptual (outside the Urban Villages)

- ☒ ☐ 1. Provide drawings of all exterior elevations (front, side, rear, etc.).
- ☒ ☐ 2. Show existing and proposed intended grade lines for all elevations.
- ☒ ☐ 3. Indicate elevations and height of all walls, maximum building height proposed measured from both existing and proposed grade lines and maximum site slope as well as berms.
- ☒ ☐ 4. Indicate roof material, parapets, roof pitch, overhangs, scuppers and downspouts, other roof elements such as photovoltaic or green roofs.
- ☒ ☐ 5. Indicate screening methods of roof top mechanical equipment.
- ☒ ☐ 6. Indicate doors, windows, skylights, light fixtures.
- ☐ ☒ 7. Indicate location, size and materials of all decks.
- ☒ ☐ 8. If known, show sign locations and details including sign height and width, letter and logo heights, materials, colors, illumination type, illumination level.
- ☒ ☐ 9. All exterior colors and materials shall be called out and located on the elevation drawings and cross-referenced to the sample board.

I. Floor Plans

- ☒ ☐ 1. Show on-grade floor plans.
- ☒ ☐ 2. Upper floor plans (if applicable).
- ☒ ☐ 3. Below grade parking plan (if applicable).

LEGAL DISCLAIMER: This Checklist should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Checklist.

**** NOTE: Additional or different information may be requested for the Pre-Application Meeting, based on issues raised in earlier discussions and feasibility collaboration meetings.***