



Department of Community Development
 345 – 6th Street, Suite 600, Bremerton, WA 98337
 (360) 473-5275; Fax: (360) 473-5278
 website: www.ci.bremerton.wa.us

COMMERCIAL SITE PLAN REVIEW APPLICATION

DCD FEES:

Site Plan:

SEPA:

*All fees must accompany this application. These fees are non-refundable and subject to change.
 Make checks payable to City Treasure*

*FILE NUMBER:	*Pre-conference file No
*Type I or II Project Permit	*TOTAL FEE:

*To be completed by city staff

Bremerton Municipal Code (BMC) Section 20.58.080 requires a technical site plan review for all projects involving new development or expansion of existing structures or other exterior improvements that will change the physical condition of the site. The appropriate fees, maps, plans, must accompany this form and other required supporting documents. Please fill out the entire form. If a subject is not applicable please indicate on this form.

PROJECT TYPE: Commercial Multi-Family Mixed-Use Other

1. Assessor Tax Account Number(s):

2. Applicant:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

TELEPHONE: Work: _____ Home/ Cell: _____

3. Contact Person (if different than applicant):

NAME: _____

TELEPHONE: Work: _____ Home/ Cell: _____

4. Title Holder:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

TELEPHONE: Work: _____ Home/ Cell: _____

5. Specific Property Location (address or general vicinity):

6. Current Zoning Designation:

7. Comprehensive Plan Designation:

8. Size of Site/ Lot (indicate the total square footage of the land area):

9. Summary of Proposal: Describe your proposal as clearly and concisely as possible. Attach separate sheets if necessary. If Demolition is proposed, describe the exterior and/or interior work to be performed.

10. Lot Development Requirements

a. GENERAL STANDARDS

Standard	Existing	New
Front Yard Setback (in feet)		
Rear Yard Setback (in feet)		
Side Yard Setback (in feet)		
Side Yard Setback (in feet)		
Height (in feet)		
Lot Coverage [calculation: (all areas covered by any roof) ÷ (lot area) X (100)]		
Number of Residential Dwellings		
Residential Density (Dwellings per acre (1 acre = 43,560 square feet))		

11. Parking Requirements

b. PARKING LOT STANDARDS (See BMC 20.48.050)

Standard	Existing	New
Front Yard Setback (in feet)		
Rear Yard Setback (in feet)		
Side Yard Setback (in feet)		
Side Yard Setback (in feet)		

c. REQUIRED PARKING SPACES (See 20.48.080(m))

Use of Building	Square Footage or Number of Units	Parking Ratio	Spaces Required
TOTAL SPACES REQUIRED			
TOTAL SPACES PROPOSED			

d. OTHER PARKING REQUIREMENTS

Standard	Existing	New	Total
Barrier Free Spaces (See WAC 51-40-1103)			
Motorcycle Spaces (See BMC 20.48.180(a))			
Bicycle Spaces (See BMC 20.48.180(b))			

12. Landscaping Requirements

- Check here if located within the Central Business District.
- Check here if located within the Charleston Business District.
- Check here if located within the Manette Business District.

a. Non-residential development that abuts any residential zone (SF-1, SF-2, SF-3, DR, MF, CBR, and MR), or a multi-family residential development abutting any SF or DR zone shall provide a landscaped sight-barrier. Check which option will be applied:

- Ten (10) feet wide by a minimum five (5) feet in height landscaped year-around sight barrier; or
- A 5-foot height fence or berm plus five (5) feet wide by a minimum five (5) in height landscaping consisting of trees and shrubs.
- A landscaped sight-barrier is not required.

b. GENERAL LANDSCAPING (Dimensions of area and strips, and square footage)
(See BMC 20.50)

Standard	Existing	New	Total
Front Yard Setback Area			
Rear Yard Setback Area			
All Side Yard Setback Areas			
Front Yard Setback Parking Area			
Interior Parking Lot Landscaping Area (10 sq. ft. per space)			
Free-standing Signs Landscaping Area			
TOTAL LANDSCAPING			

Note: Non-residential developments of one (1) acre or greater are required to provide 15 percent of the lot as landscaped.

c. STREET TREES

Number of Existing Trees _____

Number of Proposed Trees (1 per 25 lineal feet of street frontage) _____

d. CLEAR VISION AREA

A clear-vision area shall be maintained at the intersections of streets, alleys and commercial driveways, or combination thereof. The clear vision area shall be clear of any obstruction within a vertical area extending from three (3) feet to eight (8) feet above the ground. Please review the requirements under Bremerton Municipal Code Title 20.

Check here if your proposal complies with clear vision area requirements.

13. Shoreline Master Program

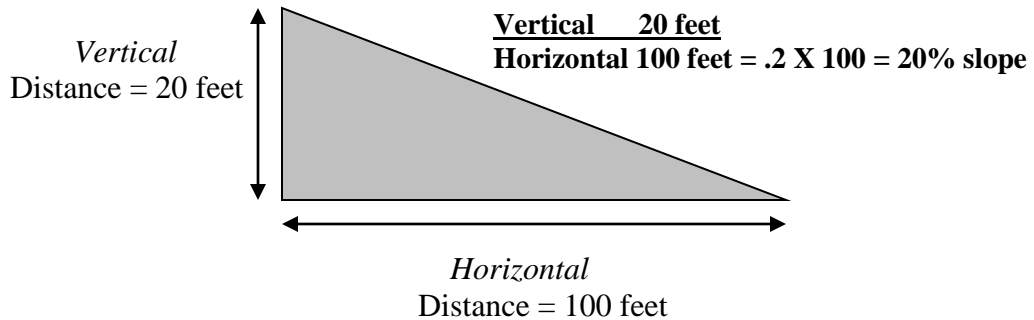
Is any part of the parcel located within 200 feet of the shoreline?

If so, what is the shoreline designation(s) of the site?

14. Critical Area Checklist

Fill in the blank or circle the answer(s) that apply directly to the site and areas that are within 200 feet of the site.

- a. Slope is calculated by dividing the vertical distance by the horizontal distance and then multiplying the result by 100. Example:



Check all that apply to the site and areas within 200 feet of the site.

_____ Flat: less than 5-foot elevation change over entire site.

_____ Rolling: slopes on site generally less than 15% (a vertical rise of 10-feet over a horizontal distance of 66-feet).

_____ Hilly: slopes present on site of more than 15% and less than 30% (a vertical rise of 10-feet over a horizontal distance of 33 to 66-feet).

_____ Steep: grades of greater than 30% present on site (a vertical rise of 10-feet over a horizontal distance of less than 33-feet).

_____ Other (please describe): _____

- b. Does the site or properties within 200 feet of the site contain areas of year-round standing water?

Yes / No

If so what is the approximate Depth: _____

c. Does the site or properties within 200 feet of the site contain areas of seasonal standing water?
Yes / No
If so what is the approximate Depth: _____
What season(s) of the year is the standing water present? Winter / Spring / Summer / Fall
How long is the standing water present?

d. Is there an apparent wetland present on the site or on properties within 200 feet of the site?
Yes / No.
If a wetland is present what is its approximate depth and size?

e. Does the Site or properties within 200 feet of the site contain a creek or an area where water flows across the ground surface? Yes / No
Does it flow year-round or seasonally? _____
If it is seasonal, what season(s) of the year is it present? Winter / Spring / Summer / Fall

f. The site or properties within 200 feet of the site are primarily: Forested / Meadow / Shrubs / Urban Landscaped (lawn, shrubs etc) / and or Other (please describe)

g. Please describe the soil type on the site (clay, sand, gravel, peat, etc).

h. Do you ever see wildlife on or within 200 feet of your property? Yes / No
(Examples of wildlife can include but are not limited to: Squirrels, Raccoons, fish, deer, opossums, fox, heron, eagles, songbirds etc.)
If you do see wildlife on or near your property, what species and how often?

i. Are you aware of an aquifer recharge area on or within 200 feet of the site? Yes / No
(See maps on file with the Department of Community Development)

15. Transportation

How many vehicular trips per day would be generated by the completed project?

16. Storm Drainage

Will the new development/ redevelopment add an additional 5,000 square feet of impervious surface area or will more than 1 acre of land be disturbed? If the answer is yes, a storm drainage report may be required.

17. Street Lighting

Does the street lighting associated with the project meet City standards?

18. Utilities

Describe what utilities are currently available to the site?

What utilities and general construction activities are proposed for the site?

19. Attachments

You will need to provide the following information with this application. Please note that not all attachments are required for every proposal. *It is your responsibility to contact the appropriate department to determine when information is not required.*

- a. State Environmental Policy Act (SEPA) Checklist. See WAC 197-11-800 for projects exempt from environmental review.
- b. Vicinity Map: show the location of the site in relation to all other properties and major structures within a radius of at least 200 feet.
- c. Verification of Ownership: a lease or signed letter is required when the applicant and property owner are not the same.
- d. Site Plan Map(s): Provide a site plan drawn to scale showing at a minimum the following information. The Director may modify these requirements when it is clear that the information would not be relevant or helpful to make a decision.

- ❑ The location, size, bulk, height, number of stories and use of all existing and proposed structures and areas on the subject parcel.
 - ❑ Existing and proposed public and private streets, driveways, sidewalks, curbs and gutters, and roadway dimensions and materials.
 - ❑ Existing and proposed pedestrian walkways, bikeways, bus stops and other facilities contributing to pedestrian and bicycle circulation.
 - ❑ Existing and proposed utility systems, drainage systems, fire hydrants and related site improvements.
 - ❑ All property lines, easements, fences, walls, signs and other points of reference.
 - ❑ Environmental features such as shorelines, bulkheads, creeks, culverts, wetlands, steep slopes, unstable soils, rock outcroppings, significant trees, other sensitive areas and their associated buffers.
- e. Landscaping Plan Map: show landscaping plan that indicates the general planting pattern as well as the numbers and types of plants.
- f. Parking Plan: show all existing and proposed off-street parking spaces. The parking plan may be integrated into the base site plan map. Parking plans should show all spaces, aisles, handicapped and motorcycle spaces, loading spaces, transit facilities, and parking lot access and internal circulation. It should also show dimensions of all parking areas, spaces, driveways, setbacks, and distances from curb cuts to intersection corners, and similar detail.
- g. Elevation and/ or Perspective Drawings: showing proposed structures and other major improvements.
- h. Storm Water Drainage Report: when 5,000 square feet of additional impervious surface is created.
- i. Transportation: when the City Engineer requires them a traffic study may be necessary containing recommendations to mitigate impacts.
- j. Street Lighting Plan: show all existing and proposed street lighting and ensure the lighting meets city standards.
- k. Critical Areas: reports or evaluations related to Flood Hazard Areas, Geologically Hazardous Areas, Wetlands and Stream Corridors, Fish and Wildlife Habitat Conservation Areas.
- l. Phasing: if the project is designed to be permitted and/ or constructed in phases, provide a map showing the phases and a schedule of development.

- m. Other Information: such as maps or data that is helpful or that was requested at the pre-application conference to better understand the nature and scope of the proposal and its impacts on the surrounding properties, people and land uses

20. Time Limits on Approval

Site Plan approval shall become void if building permits are not applied for or construction has not begun within one (1) year. The expiration is automatic and notice is not given. The Director may grant one six-month extension in writing provided the applicant shows good faith efforts and requests the extension in writing prior to the expiration date. Site plans associated with a Binding Site Plan, PUD or Development Agreement are exempt from the one-year time limit.

Applicant's Statement:

I hereby certify that the statements contained herein are correct. I understand that conditions of approval may be required to adequately protect the zone or neighborhood within which the proposed PUD is located, and I agree to abide by those conditions. I understand that the decision on this application may be appealed and possibly overturned. I also understand that an approved Site Plan is subject to review and could be terminated for violating the terms or limitations.

I have read, understand, and agree with all of the above statements.

Applicant Signature

Date

Note: The City of Bremerton does not discriminate because of race, sex, color, religion, national origin, age, or disability in the provision of services, in programs or activities, or employment opportunities and benefits