



# INSTRUCTIONS FOR A SITE PLAN REVIEW

## This packet may be submitted for the following:

- When site plan review is required pursuant to MMC 16.72.040
- When requesting deviations from setbacks to preserve a significant tree 24-inch DBH and larger and the lot is less than 16,000 square feet

## General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used, however, the project narrative and answers to the criteria questions may be submitted on a separate sheet of paper.
- C. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of application submittal.
- D. A Site Plan Review requires a hearing in front of the Medina Planning Commission.

## Requirements

### I. APPLICATION

**NOTE: Deviations from an approved site plan review at the time of applying for a building permit may result in the request being returned to the Planning Commission for further review and consideration and delay of the project.**

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed. A complete application will include:
  1. Completed Site Plan Review Checklist, Site Plan Review Application and Declaration of Agency form
  2. Proof of ownership (copy of deed)
  3. Site Plan with the following:
    - a. Scale and north arrow
    - b. Property lines including corner stakes
    - c. Lot dimensions
    - d. Proposed location of new structure(s) or addition(s)
    - e. Dimensions of existing and new structures
    - f. Setback dimensions from property lines
    - g. All public/private roads
    - h. All easements
    - i. All other structures on the property
    - j. Location of structures abutting the property
    - k. Significant natural features including but not limited to all trees that are at least 24 inches diameter breast height, with species included

- I. Structural calculations, including maximum structural coverage and impervious surface
- m. Approximate location of critical area with distances delineated (if applicable)
- B. Site analysis addressing site opportunities and constraints, the use of all adjacent buildings, and the zoning of the site and adjacent properties.
- C. Preliminary building floor plans.
- D. Photos showing the facades of adjacent development, trees on site, general streetscape character and territorial or other view from the site (if any).
- E. A graphical depiction of the property's zoning envelope – the three-dimensional space confined by the maximum building height and all applicable setback requirements from the zoning code.
- F. A description of the proponent's objectives with regard to site development.
- G. Architectural renderings of the proposed primary residence from the perspective of each home on an abutting property coupled with photographs of existing conditions supporting these same perspectives.
- H. A word document formatted to Avery address labels containing the names of property owners and their mailing addresses for all properties within 300 feet or three parcels, whichever distance is greater but not to exceed 1,000 feet. See mailing labels information bulletin for further information.
  - 1. Vicinity map showing the property with the 300' minimum buffer of property owners who will be notified of the application.
- I. Any other perspective drawings, renderings, studies, or information the applicant feels is relevant to support the site plan review request.

## Procedure

### II. SITE PLAN REVIEW PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. **MODIFICATIONS: Changes to an application that has already been submitted and noticed to surrounding property owners may trigger a re-noticing to neighbors depending upon the extent of the modifications.**
- C. Following receipt of the site plan review application, the City will review the application for completeness and either issue a Notice of Application which includes a public commenting period outlined in MMC 16.80.110(B)(7) or a Notice of Incomplete Application, listing the additional required documentation. Any comments that are received by the public will be forwarded to the applicant for response. A hearing will be schedule with the Medina Planning Commission and a Notice of Hearing will be posted, mailed, and published according to the general notice requirements in MMC 16.80.140 at least fifteen (15) days before the hearing date.
- D. **STAFF REPORT AND MEETING AGENDA**: A staff report and meeting agenda will be emailed to the applicant to review a week before the scheduled hearing.

### **III. PUBLIC HEARING**

- A. The Planning Commission will base their decision on the information provided in the application and testimony given at the public hearing. Information provided to the applicant by City staff or consultants regarding previous actions shall in no way be construed to indicate what the Planning Commission's decision will be on a given application.
- B. At the public hearing all evidence for or against the application will be heard in the following order:
  - 1. The Planning Commission Chair will introduce the requested application.
  - 2. Testimony will be heard as follows:
    - a. Staff
    - b. Applicant and/or their representatives.
    - c. Audience in attendance.
  - 3. Correspondence applicable to the case will be provided to the Planning Commission.
- C. Testimony must be related to the case being considered.

### **IV. DISPOSITION OF CASES**

- A. The Planning Commission will make a final determination on the case following the conclusion of the hearing or may continue the matter if sufficient reason for such action is found.
- B. Before any site plan review may be granted, the Planning Commission shall find that all of the following conditions exist in each case of an application for a site plan review:
  - 1. Placement of the proposed development on the property minimizes the visibility of buildings from the perspective of the adjacent lots;
  - 2. Placement of the proposed development does not create significant privacy impacts for adjacent property owners;
  - 3. The existing landscape is preserved consistent with the following:
    - a. The natural topography of the building site is not substantially altered;
    - b. Existing trees 24 inches in diameter breast height and larger and other natural landscaping on the property are preserved to a reasonable extent;
  - 4. If applicable, site placement measures are incorporated to accommodate large gatherings and mitigate impacts including, but not limited to, traffic, parking, noise, and exterior lighting on the neighborhood;
  - 5. If applicable, measures to accommodate people such as domestic employees and groundskeepers and mitigate impacts including, but not limited to, traffic, parking, and noise; and
  - 6. Comply with all other applicable development requirements.

- C. A written decision shall be issued by the Planning Commission within fourteen (14) days after the conclusion of the hearing, unless a longer period is mutually agreed to between the applicant and the city, and the decision shall constitute the final decision. Notices of Decision will be mailed to applicants and other interested parties as soon as possible.

## **V. APPEALS**

- A. Appeals may be submitted by the applicant or by a person adversely affected by the decision. Appeals shall be in writing and contain at minimum the criteria in MMC 16.80.220(4). Appeals must be filed with the City Clerk within fourteen (14) days of the issuance of the decision and findings. Appeals shall be heard by the Hearing Examiner at an open record hearing. Notice of hearing shall be given as outlined in MMC 16.80.120. Notice shall also be given to all persons who submitted comments to the Director or Designee.
- B. The decision of the Hearing Examiner will be issued to City staff ten (10) working days from the public hearing. The decision is effective upon the date of decision. Notices of Decision will be mailed to applicants and other interested parties as soon as possible.

## **VI. EXPIRATION**

- A. An approved site plan shall expire two (2) years after the later of the date the site plan review was approved or the date a decision on an appeal becomes final, unless a complete building permit application is submitted prior to the later of the two dates specified herein; and
- B. Expiration of the site plan review is automatic and notice is not required; and
- C. The Director may grant extensions if:
  - a. The applicant makes such a request in writing prior to the expiration date and can show good cause for granting the extension;
  - b. The Director determines there have been no significant changes to any aspect of the project setting that was the basis of the site plan review.



DEVELOPMENT  
SERVICES

501 EVERGREEN POINT ROAD MEDINA, WA 98039  
PHONE: 425-233-6414/6400

# SITE PLAN REVIEW CHECKLIST

This checklist contains the minimum submission requirements for a site plan review application that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

## COMPLETE APPLICATION

<input type="checkbox"/>	Site Plan Review Checklist
	Complete Site Plan Review Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent <input type="checkbox"/> All questions answered in full
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Site Plan showing topography of the site and location of structures and prominent landscape elements on or abutting the site (including but not limited to all trees that are at least 24 inches diameter breast height, with species indicated)
<input type="checkbox"/>	A site analysis addressing site opportunities and constraints, the use of all adjacent buildings, and the zoning of the site and adjacent properties
<input type="checkbox"/>	Preliminary building floor plans
<input type="checkbox"/>	Photos showing the facades of adjacent development, trees on site, general streetscape character and territorial or other view from the site, if any
<input type="checkbox"/>	A graphical depiction of the property's zoning envelope – the three-dimensional space confined by the maximum building height and all applicable setback requirements from the zoning code
<input type="checkbox"/>	A description of the proponent's objectives with regard to site development
<input type="checkbox"/>	Architectural renderings of the proposed primary residence from the perspective of each home on an abutting property coupled with photographs of existing conditions supporting these same perspectives
	Mailing labels – Word doc formatted to Avery address labels <input type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet <u>or</u> three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input type="checkbox"/> Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.



Complete this form for the following:
• When site plan review is required pursuant to MMC 16.72.040
• When requesting deviations from setbacks to preserve a significant tree 24-inch DBH and larger and the lot is less than 16,000 square feet

General Information

Owner Name:

Property Address:

Legal Description:

Tax Parcel Number:

Lot Size:

Critical area(s) located on the property (Ch. 16.50 MMC)?
[ ] YES [ ] NO

Check the reason for the Site Plan Review Application:

The lot is:
[ ] 80,000 square feet and larger
[ ] At least 40,000 square feet and 50 percent larger than the average lot size of lots touching the site
[ ] At least 40,000 square feet and twice the size of the smallest residential lot touching the site
[ ] Less than 16,000 square feet and the request is to deviate from setbacks to preserve a significant tree at least 24 inches DBH

[ ] Check this box if requesting a waiver from a site plan review pursuant to MMC 16.72.040(D)(3)

[ ] Check this box if this is a revision to an approved site plan review

Agent / Primary Contact

Name:

Email:

Contact Phone:

Alternative Phone:

Mailing Address:

City: State: Zip:

Property Information

Please describe any known nonconforming conditions:

Please provide a complete description of the proposed project (attach additional pages if necessary):

## Approval Criteria

The following is a list of the approval criteria. Please respond to each item by providing as much detailed information as possible to support your request. Attach more pages if necessary.

1. Placement of the proposed development on the property minimizes the visibility of buildings from the perspective of the adjacent lots.

2. Placement of the proposed development does not create significant privacy impacts for adjacent property owners.

3. The existing landscape is preserved consistent with the following:  
a. The natural topography of the building site is not substantially altered.

b. Existing trees 24 inches in diameter breast height and larger and other natural landscaping on the property are preserved to a reasonable extent.

**Approval Criteria (continued)**

4. If applicable, site placement measures are incorporated to accommodate large gatherings and mitigate impacts including, but not limited to, traffic, parking, noise, and exterior lighting on the neighborhood.

5. If applicable, measures to accommodate people such as domestic employees and groundskeepers and mitigate impacts including, but not limited to, traffic, parking, and noise.

6. Comply with all other applicable development requirements.

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_