

# CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

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## INFORMATION REQUIRED WHEN APPLYING FOR APPROVAL OF A PLANNED RESIDENTIAL DEVELOPMENT (PRD)

### PRE-APPLICATION REVIEW

Prior to filing the formal application described below, the applicant must submit plans of the proposal to the Director of Planning for review and comment. Such potential problems as drainage, topography, circulation, site design, and neighborhood impact will be identified and addressed during the course of this pre-application review.

### APPLICATION

Once a complete application is filed with the Department of Public Works, the City is allowed 60 days to hold a public hearing before the Planning Commission on the matter. An application will not be accepted until complete, as determined by the Planning Department. A complete application must include:

1. Application Form (Attached).
2. Environmental Checklist. The Checklist will be reviewed by the City's designated "responsible official," who will determine if there appears to be a probable significant adverse environmental impact; if so, an Environmental Impact Statement (EIS) will be required.
3. Adjacent Property Owners List. A notarized letter is required from a title company listing names, addresses, and parcel numbers of owners of all property located within 300 feet of the property involved. When ALL property within 300 feet is owned by the applicant, owners of all property within 300 feet of the applicant's entire property shall be listed.
4. Legal Description. The applicant must submit a complete legal description that adequately describes the property for which the planned residential development is requested. This legal description will be checked and verified by the Engineering Department. Inadequate legal descriptions will be returned for corrections.
5. Preliminary Plan Drawing. A reproducible preliminary plan drawn to a scale of 1" = 40' is required. This drawing must include:
  - a. Proposed name of the development;
  - b. Location by section, township, range, and/or by other legal description;
  - c. Names, addresses and phone numbers of the developer(s), property owner(s), and registered land surveyor preparing the plan;
  - d. Scale of plan, date, and north point;
  - e. Existing topography of the land indicated by contours at 5-foot intervals or less, except where a slope exceeds 50%, then the interval may be 10 feet. All elevations shall be based on City of Pullman datum;
  - f. Land use zoning classification and the floodplain zone classification;
  - g. The land or lot divisions of adjoining properties within 100 feet of the boundary of the property;
  - h. Location of proposed structures, common areas and facilities, minimum required yards, and circulation elements, including walkways, bike paths, and parking in sufficient detail to show relationships between these elements;
  - i. Location, widths, and names of existing or prior platted and proposed streets, railroad or utility right-of-way or easements, parks or other public spaces, pedestrian walkways and existing permanent structures to be retained within and adjacent to the property;
  - j. Existing and proposed water and sewer lines, utilities on, under, or over the land showing approximate size, grades, and locations;

- k. Location of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage;
- l. Typical roadway section right-of-way to right-of-way and approximate grade for all proposed streets.
- 6. Architectural Drawings. The applicant must submit plans, drawn to scale, of all exterior elevations, with exterior surfaces and colors specified.
- 7. Vicinity Map. A map of the surrounding area showing existing uses within 300 feet of all project boundaries is required.
- 8. Explanatory Material. A written description of the characteristics of the proposal and the planned construction schedule is required.
- 9. Landscape Plan. The applicant must submit a landscape plan, drawn to scale, showing all existing and proposed vegetation including vegetation to be removed, fences, walls, walks, and other landscaping improvements. The landscape plan may be combined with the preliminary plan drawing.
- 10. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property in question. All owners must join in or be represented in the application. If the applicant is not the owner of the subject property, an affidavit must be submitted by the owner granting the applicant permission to act as his/her agent.
- 11. (OPTIONAL) Plat. An applicant who intends to subdivide land for transfer as part of a planned residential development project shall obtain approval of the short or long subdivision in accordance with the appropriate city code provisions before any building permit or authorization to begin construction is issued, and before any portion of the property is transferred. The preferred method is for the applicant to process the subdivision application concurrently with the planned residential development proposal.

**FEES**

- 1. Planned Residential Development Filing Fee.....\$ 500.00  
(fee waived if concurrent subdivision application filed)
- 2. Environmental Checklist Review Fee:.....\$ 400.00  
(\$250 will be refunded if an EIS is not required)
- 3. Hearing Examiner Appeal Fee:.....\$ 100.00

**ASSISTANCE**

The Public Works Department is available to answer questions about an application by phoning (509)338-3213.

**❖❖ A FINAL PLAN MUST BE APPROVED BY THE CITY COUNCIL UNDER A SEPARATE PROCEDURE. ❖❖**

RECEIPT NO.: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_

DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
***PLANNED RESIDENTIAL DEVELOPMENT APPLICATION***

**APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**REGISTERED ENGINEER OR LAND SURVEYOR:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF DEVELOPMENT: \_\_\_\_\_

ZONE DESIGNATION: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ NUMBER OF PARCELS: \_\_\_\_\_

(if applicable)

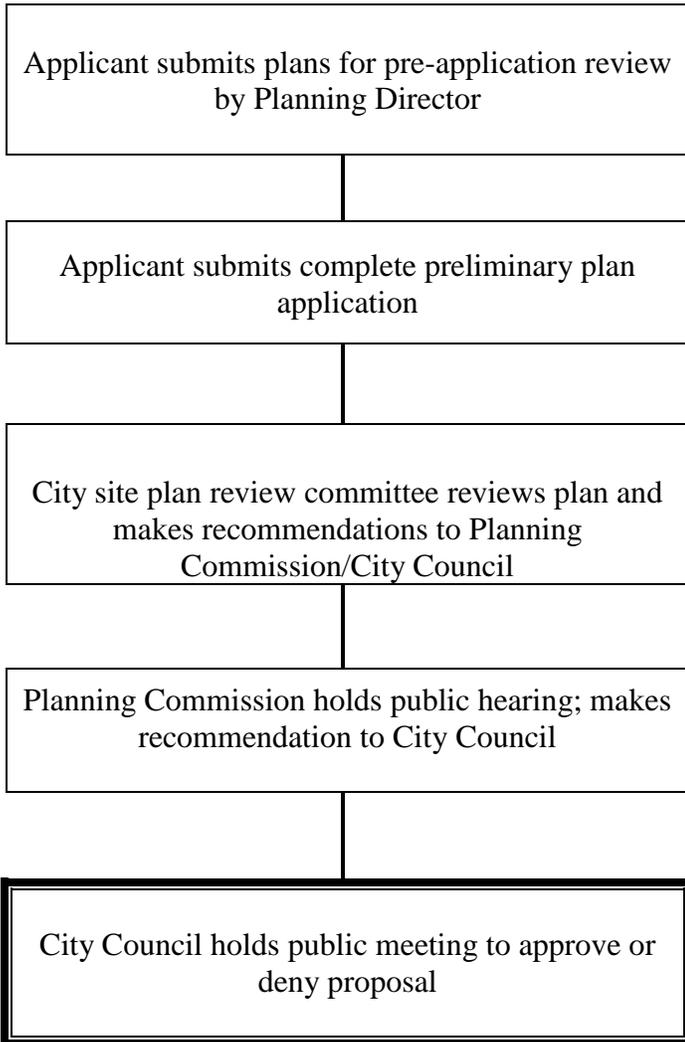
**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# PROCEDURE

## PRELIMINARY PLAN



## FINAL PLAN

