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

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SITE PLAN REVIEW

APPLICATION

An application must be filed with the Public Works Department to initiate the request for approval of a site plan. An application will not be accepted until complete, as determined by the Public Works Department. A complete application must include:

1. Application Form (on reverse).
2. Environmental Checklist (when required).
3. Site Plan. **7 sets of a site plan are required**. The site plan must be drawn to a scale of not less than 1 inch = 40 feet on a sheet(s) with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches. This drawing must include:
   (a) dimensions and orientation of the property;
   (b) location and dimensions of buildings and structures, both existing and proposed;
   (c) location and layout of off-street parking and loading facilities and pedestrian access separate from vehicular driveways;
   (d) location of points of entry and exit for motor vehicles and the internal circulation pattern;
   (e) location of walls and fences with an indication of their height and construction;
   (f) placement of exterior lighting and the height and type thereof;
   (g) location, size, and height of all exterior signs;
   (h) a grading plan adequate to show all new cuts and fills and changes in drainage prepared as required by the provisions of the City of Pullman Design Standards. Grading plans shall include provisions for drainage and erosion control during construction;
   (i) the heights of both existing and proposed buildings and structures;
   (j) location of refuse facilities and refuse container screening devices;
   (k) the proposed use of buildings shown on the site;
   (l) the location of required buffer areas, yards, and open spaces;
   (m) the location of all existing and proposed easements;
   (n) the location of all existing and proposed utility structures and lines including connections to the public water and sewer lines;
   (o) the location and capacity of all stormwater drainage systems including stormwater detention systems when necessary;
   (p) the location of existing and proposed fire hydrants within 250 feet of the proposed buildings or structures; and
   (q) a signature block with space for signatures for the approval of the Director of Public Works or Board of Adjustment, whichever is appropriate.
4. Architectural Drawings. These must be drawn to scale, showing all exterior elevations with exterior surfaces and colors specified.
5. Topographic Map. This must delineate contours, existing and proposed, at intervals of 5 feet or less and show existing streams, marshes, and other natural features.
6. Landscape Plan. This must be drawn to a scale of not less than 1" = 40' (may be combined with the site plan) and show the location and description of landscaped areas.
7. Vicinity Map. This must show the existing zone district of the proposed development site and other zone districts adjacent to the site.

PROCESSING TIME

A site plan will be reviewed by the City's Site Plan Review Committee within ten working days after the application is accepted as complete. The Director of Public Works then has five working days within which to approve or deny the application.

ASSISTANCE

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

DATE RECEIVED:_____

SITE PLAN REVIEW NO.:_____

DATE CERTIFIED COMPLETE:_____

CITY OF PULLMAN

SITE PLAN REVIEW APPLICATION

7 SETS OF PLANS ARE REQUIRED

Pullman City Code 17.135

TITLE OF PROPOSED DEVELOPMENT:_____

ADDRESS OF PROPOSED DEVELOPMENT:_____

LEGAL DESCRIPTION OF PROPERTY:_____

_____

_____

APPLICANT:

NAME:_____

ADDRESS:_____

TELEPHONE:_____

EMAIL:_____

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

PROPERTY OWNER (if different than applicant):

NAME:_____

ADDRESS:_____

TELEPHONE:_____

EMAIL:_____

ARCHITECT/PLANNER/DESIGNER/ENGINEER:

NAME:_____

ADDRESS:_____

TELEPHONE:_____

EMAIL:_____

PROJECT DESCRIPTION: (attach additional sheets as necessary)

Describe scope of project; include nature and size in gross floor area of each use, total square footage to be covered by impervious surfaces, and zoning district for the project site and adjacent areas.

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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