



## COMMERCIAL SITE DEVELOPMENT INFORMATION

**Commercial Site Development** is a general term used to describe all non-single-family residential development (i.e. commercial, office, multi-family, or mixed-use development). All Commercial Site Development projects must go through a site review process to ensure compliance with all applicable codes. The Community Development Director shall make final approval on all Commercial Site Development applications.

### PROCEDURE OVERVIEW

The site review process has three steps: a pre-application meeting, site plan acceptance, and engineering phase acceptance. The Community Development Director is responsible for site plan acceptance. The Development Review Engineer is responsible for engineering phase acceptance.

#### I. PRE-APPLICATION MEETING

A pre-application meeting shall occur before a Commercial Site Development Application is submitted. The intent of the pre-application meeting is to provide the applicant comments to the preliminary design of the project which includes, but is not limited to: site layout, roads, and drainage concept.

#### II. SITE PLAN REVIEW & ACCEPTANCE

After a successful pre-application meeting, applicants are permitted to submit a formal Commercial Site Development Application. Within 28 days of receiving the application, Department staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be contacted by mail outlining what additional information is needed.

During the site review process, staff may conduct an environmental analysis of the project if subject to the requirements of the State Environmental Policy Act (SEPA). To ensure that the public has an opportunity to review the proposal, public notice will be posted on the project site, published in the local newspaper and mailed to surrounding property owners and affected agencies. After staff review, a report is prepared and forwarded to the Director with recommendations. The Director will take final action based on the information provided.

#### III. ENGINEERING PHASE REVIEW & ACCEPTANCE

The applicant is required to attend a pre-submittal meeting with the Development Review Engineer prior to formal submittal of engineering plans. The intent of the pre-submittal meeting is to verify that all the information necessary to evaluate the site design is provided in the civil design plans. The applicant will be given an opportunity to present the design and calculations and receive cursory comments from the Development Review Engineer prior to engineering plan submittal. Please contact and coordinate pre-submittal requirements and documents with the Development Review Engineer.

When the project receives engineering plan acceptance, the applicant is responsible for improving the site with necessary improvements (roads, utilities) in accordance with City standards, specifications, and any conditions of the site plan approval, within three years.

Prior to proceeding with any site improvements, the applicant shall obtain the necessary permits from the City. The applicant is also responsible for complying with all applicable permit requirements of other federal, state, and local agencies. A pre-construction meeting will be held with the applicant's team prior to issuing the Notice to Proceed.

A licensed engineer or engineering firm shall be responsible for the supervision and inspection of all site improvements, unless found to be unacceptable to the City. All improvements shall be certified in writing by the engineer as completed in accordance with plans and specifications as approved by the City. No performance guarantee will be released until all outstanding issues have been resolved in accordance with the site plan approval and conditions of the Notice to Proceed.



**CITY OF COVINGTON**  
**Community Development Department**  
 16720 SE 271st Street • Suite 100 • Covington, WA 98042  
 Phone: (253) 480-2400 • Fax: (253) 480-2401  
 www.covingtonwa.gov

## COMMERCIAL SITE DEVELOPMENT APPLICATION

<b>STAFF USE ONLY</b>	Project Number: _____ Application Date: _____
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**NAME OF PROJECT/DEVELOPMENT:** \_\_\_\_\_

**LOCATION OF PROJECT/DEVELOPMENT:**

*Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.*

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

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

LEGAL DESCRIPTION(S): \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ *(This information is on your tax statement.)*

**PRIMARY CONTACT PERSON**  Applicant  
*Main contact regarding application, to whom all notices and reports shall be sent.*  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PROPERTY OWNER**  Applicant  
*Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.*  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**ENGINEER**  Applicant  
 Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**ARCHITECT**  Applicant  
 Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

### PROJECT DETAILS

Total site area		Total area dedicated to City for right-of-way improvements	Proposed: _____
No. of buildings		Total area constrained by critical areas	Submerged: _____ Associated Buffer: _____ Other: _____
Gross floor area of buildings		Total area devoted to parking facilities	
Type of commercial use		No. of parking stalls	Regular: _____
Estimated number of employees			



## COMMERCIAL SITE DEVELOPMENT CHECKLIST

<b>STAFF USE ONLY</b>	Project Number: _____ Application Date: _____
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The materials listed below must be submitted with your application unless specifically waived in writing by the Department. Please contact the Department if you feel certain items are not applicable to your project and should be waived. Staff review will not begin until the application is determined to be complete. All applicants must have a pre-application meeting.

The initial application materials start project review and vest the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

Department staff is available to answer questions about application materials at (253) 480-2400.

### RETURN THIS CHECKLIST WITH YOUR APPLICATION

#### SUBMITTAL REQUIREMENTS:

- Application Fee (per current Fee Resolution)
- Certificate of Transportation Concurrency & Traffic Report (In House Approval) (1 Copy)  
Must be completed prior to submitting a Preliminary Plat Application
- Water and Sewer Certificates (3 copies)
- Certificate of Transportation Concurrency
- Drainage Report per Department of Ecology Stormwater Manual & Low Impact Development Techniques (Current Version)
- A complete SEPA Checklist Application **unless the project is categorically exempt** (4 copies)
- Legal descriptions with original surveyor's stamp (can be included on plans)
- Property Owner Declaration (attach additional sheets for all property owners)
- Critical Areas Declaration (attach additional sheets for all property owners)
- Signed Authorization to Enter Premises (attach additional sheets for all property owners)
- Title report dated within 30 days of application
- Proof that the original lot(s) are recognized as separate lots pursuant to the provisions of RCW Ch. 58.17 (can be legal lot status and can be from title company)
- Detailed description of how the proposal meets all applicable design standards per CMC 18.31
- All existing environmental documents known to the applicant that evaluate all aspects of the proposed project
- A tree clearing plan, if required, pursuant to CMC 18.45 (can be included on plans)
- Preliminary landscaping plans (3 copies)
- Materials and colors data sheet in lieu of color board
- Any required critical area studies, including wetland/stream delineation by certified biologist (2 copies)
- One set of 11 x 17 Assessor's maps with:
  - Project site outlined in red
  - All properties within 500 feet outlined in yellow
- Four (4) sets of mailing labels in 3-column format and electronic database or spreadsheet format file of all property owners within 500 feet of the subject property

**PLAN DIMENSIONS AND NUMBER REQUIRED:**

- 4 sets of 24 x 36
- 5 sets of 11 x 17
- One set of 8½ x 11
- 21 sets of 11 x 17 site plan only

**Plans shall include the following:**

- A vicinity map showing location of the site.
- Preliminary Surveyed Plan, drawn to a 1" to 20' or 1" to 30' scale, with the following information:  
*(Use several sheets on one plat base map if necessary to clearly convey the information)*
  - ◇ North Arrow, graphic scale, date and stamp of the licensed land surveyor
  - ◇ Location of existing (dashed lines) and proposed (solid lines) property lines and easements
  - ◇ All lots numbered and fully dimensioned; building setback lines shown in each lot (dotted lines)
  - ◇ Location and names of adjacent roads
  - ◇ Location, dimensions and names of new road improvements, rights-of-way, and easements
  - ◇ Location of existing and proposed sidewalks and planting strips
  - ◇ Location of existing structures with setbacks
  - ◇ Existing and proposed utilities easements; clearly identify what is proposed and what is existing; provide documentation of existing easements
  - ◇ Locations of nearest fire hydrants (with water district identification numbers shown)
  - ◇ Location of any existing or proposed public trails, parks or other permanent open space on or adjacent to the site
  - ◇ Existing significant trees (over 6" dbh) by species
  - ◇ Boundary lines of adjacent lands, whether subdivided or not, indicated by dotted lines for a distance of no less than 300 feet from the external boundary of the subject property; include the adjacent property zoning
  - ◇ Indications as to how this proposed development will connect or provide future connections to surrounding properties
  - ◇ Topographical plan showing existing and proposed contours at 2-foot intervals for critical areas and their buffers
- Other information using the preliminary plan as a base map:
  - ◇ Location and classification of any watercourses, wetlands or other critical areas
  - ◇ Existing and proposed grades at 2-foot intervals, with slopes in excess of 20% to be clearly identified; all contours shall extend at least 50 feet beyond the subject property
- Preliminary floor plans and elevations





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## PROPERTY OWNER DECLARATION

<b>STAFF USE ONLY</b>	Permit/Project Number: _____ Application Date: _____
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I/We make the following statements based upon personal knowledge:

1. I am/We are the current owner(s) of the following parcel number(s) that is/are the subject of this application, including all rights-of-way, easements, or other property ownerships which are necessary to fulfill the requirements of the application: \_\_\_\_\_
2. All statements contained in the application are true and correct to the best of my/our knowledge.
3. The application is being submitted with my/our knowledge and consent.

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.

*City* *State*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

State of Washington }  
 County of King } ss.

State of Washington }  
 County of King } ss.

I certify that I know or have seen satisfactory evidence that \_\_\_\_\_ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

I certify that I know or have seen satisfactory evidence that \_\_\_\_\_ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Notary Public in and for the State of Washington  
 My appointment expires: \_\_\_\_\_  
 (Notary Seal or Stamp)

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Notary Public in and for the State of Washington  
 My appointment expires: \_\_\_\_\_  
 (Notary Seal or Stamp)

***Use additional pages as needed for all property owner signatures.***



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## CRITICAL AREA DECLARATION

<b>STAFF USE ONLY</b>	Permit/Project Number: _____ Application Date: _____
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I/We make the following statement based upon personal knowledge (check one):

- There are critical areas on the following parcel number(s) that is/are the subject of this application:  
\_\_\_\_\_
- There are no critical areas on the following parcel number(s) that is/are the subject of this application: \_\_\_\_\_

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.

*City* *State*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

State of Washington }  
 County of King } ss.

State of Washington }  
 County of King } ss.

I certify that I know or have seen satisfactory evidence that \_\_\_\_\_ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

I certify that I know or have seen satisfactory evidence that \_\_\_\_\_ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Notary Public in and for the State of Washington  
 My appointment expires: \_\_\_\_\_  
 (Notary Seal or Stamp)

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Notary Public in and for the State of Washington  
 My appointment expires: \_\_\_\_\_  
 (Notary Seal or Stamp)

***Use additional pages as needed for all property owner signatures.***