



# MASTER PLANNED DEVELOPMENT SUPPLEMENT

(Urban Village, Neighborhood Village, or Neighborhood Commercial)

OFFICIAL USE ONLY

Case #: \_\_\_\_\_  
Received By: \_\_\_\_\_

Master File #: \_\_\_\_\_  
Project Planner: \_\_\_\_\_

Date: \_\_\_\_\_  
Related Cases: \_\_\_\_\_

Urban Village     Neighborhood Village     Neighborhood Center     Community-Oriented Shopping Center

Name of Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Date of Presubmission Conference: \_\_\_\_\_

A **Master Planned Development (MPD) application** shall be submitted electronically with two hard copies and shall include the following:

1. General Land Use Application [Refer to the General Land Use Application for Submittal requirements](#)
2. Preliminary development plans and other required reports).

Textual Information:

- The names, addresses, zip codes, and telephone numbers of all property owners.
- A typed and title-company certified names and addresses of all property owners of record within three hundred (300) feet of the site. Submit the list on a flash drive or memory stick in Excel worksheet format.
- The means by which the proposed MPD meets the objectives of: The Comprehensive Plan, the Unified Development Code, and the Shoreline Master Plan (if required).
- Major features of the development, and the rationale behind them, such as:
- Phasing of on and off-site requirements such as sidewalks, bike paths, bus stops, streetlights, traffic signals, utilities or improvement of adjacent streets; and
- Design Concepts (Architectural goals or theme), including a description of the unique or innovative features of the proposed development, information sufficient to indicate how the MPD plans to meet the intent of Section 18.05A (Design Guidelines), and the rationale behind the assumptions and choices made by the applicant.
- A preliminary development schedule indicating the approximate date when construction of the MPD or stages of the MPD can be expected to begin and be completed.
- The applicant's intentions with regard to the proposed ownership of land areas, dwelling units and commercial buildings within the MPD, both during and after construction.
- Identify proposed land uses and densities on the subject property.
- The acreage contained within the proposed MPD; the minimum and maximum number of lots and dwelling units being proposed; and the minimum and maximum number of lots and dwelling units per acre of land.
- The maximum and minimum lot sizes.
- The location and types of dwellings units proposed.
- The acreage of open space (including a separate figure for usable open space) to be contained in the MPD and the percentage it represents of the total area.
- The proposed method of insuring permanent retention and maintenance of parks, open space, or other common private or public facilities.

- The phasing of street improvements, including road lineage, and acreage of road area and percentage it represents of the total land area.
  - The proposed maximum total square footage of non-residential construction.
  - The height, setbacks, building and development coverage.
  - The availability and phasing of water system extensions.
  - The method of sewage disposal, to include the availability and phasing of system extensions.
  - Proposed Design Guidelines.
  - Proposed stormwater management facilities for the entire MPD and schedule for phased facility construction.
  - Soil and Vegetation Protection Areas. A Soil and vegetation plan may be required and must meet all applicable requirements of OMC 16.60.
3. If the project exceeds fifty housing units or 10,000 square feet of new commercial, institutional, industrial, or other building area (or combination comparable thereto), a Traffic Generation and Distribution Report identifying projected daily and peak hour traffic generation to and from the project, and distribution of those trips on the public street network. (See the *Olympia Traffic Impact Analysis Guidelines*.)
4. Survey of the boundary of the proposed development, together with survey discrepancies or adverse possession claims, if any.
5. Schematic Maps - listed in Section 18.57.140(4)(b) including the following minimum information:
- The boundary lines of the subject property; scale and north arrow.
  - Existing site conditions including water courses, critical areas, unique natural features, forest cover, and elevation contours of sufficient intervals to indicate the topography of the entire tract for a sufficient distance beyond the boundaries of the proposed development.
  - Proposed location of land uses and density.
  - The locations and identification of all existing buildings, structures, and other improvements including maximum heights, types of uses, and density.
  - The location and size of all areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semi-public uses.
  - The existing and proposed circulation system of arterial, collector and connecting streets (to include all points of ingress and egress to the development), including off-street parking areas, points of access to public rights-of-way.
  - Existing and proposed sidewalks, trails, bike paths and transit stops.
  - Existing and proposed sanitary sewers, stormwater facilities, and water lines.
  - Enough information on land areas adjacent to the proposed MPD to indicate the relationships between the proposed development and that which is existing and proposed in adjacent areas, including land uses, existing structures, ownership tracts, streets and unique natural features of the landscape.
  - A vicinity map showing the location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as railroads, lakes, streams, shorelines, schools, parks or other prominent features.
  - Any additional information as required by the review authority necessary to evaluate the character and impact of the proposed MPD (e.g., trees, soils, geology, hydrology, ground water or school districts).
  - Boundaries of any phases of development.
  - Soil and Vegetation Plan, if applicable, as required by OMC 16.60.
  - Proposed stormwater facilities and erosion control measures.

*Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.*

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



12/1/2016

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Keith Stahley, Director,  
Community Planning and Development

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Date