



## LAND USE REVIEW CHECKLIST

### Land use review is required for the following types of projects:

- A. Any change of occupancy of a building from one Building Code group or division of a group to another;
- B. Any new nonresidential and nonagricultural use of land;
- C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and
- D. Any substantial addition to such structure or remodel or substantial revision of the site plan associated with such use.

### The following steps are highly recommended before applying for Land Use Review:

- **Presubmission Conference.** Submit for an application for a Presubmission Conference. This is a preliminary meeting with City staff to review a proposed development and to obtain required applications and reports that may be necessary for the review of the project.
- **Pre-Intake Meeting.** Please contact our office at 360.753.8314 when you are ready to submit your project application. City staff will schedule a pre-intake meeting. You will need to bring a USB Drive to the meeting that contains all the electronic files, plans and materials that you have prepared to submit for land use review.

City staff will review the materials to verify that all required plans and associated documents have been prepared. At this meeting, the lead planner will provide a detailed guide sheet to assist you in applying on the City's portal.

PLEASE NOTE: Do not start the application process on the City's portal until you have had a pre-intake meeting.

**Land Use Review Application Submittal.** City staff will determine whether the application is complete upon your submittal of the application on the City's online application portal. Staff will also confirm applicable application fees and then notify you to make payment. Fees are required to be paid for your application to be considered complete and vested. Payment of the fees can be made through your portal account. Fees totaling more than \$5,000 requires an E-Check. Contact our customer service center if assistance is needed at 360.753.8314.

The following information will need to be prepared prior to applying for land use review. The online form requires the following information:

1. The date of your pre-intake meeting (the form provided at the meeting is a required submittal item)
2. Applicant Information: name, address, phone number, email
3. Primary Contact: name, address, phone number, email
4. Authorized Representative (if applicable): name, address, phone number, email
5. Property Owner (if not applicant): name, address, phone number, email
6. Address or Tax Parcel Number of the project site
7. If multiple parcels are involved in the project, provide the following:
  - a. all site addresses (if known)
  - b. all Assessor’s tax parcel numbers
8. Provide the number of parcels involved in the overall project
9. Total acreage of entire project site.
10. Water Service- Existing: connected to existing water service or well
11. Water Service- Proposed: to connect to city water service or none
12. Sewer Service- Existing service: connected to existing city sewer or have on-site septic system
13. Sewer Service- Proposed: to connect to city sewer service or none
14. If this is a “change of use” project of a building, provide the last known use (retail, office, restaurant, etc.)
15. Does your project require Board or staff level design review?
16. The total square footage of all new construction of building(s) proposed?

Gather the following information:

ITEM	EXISTING	PROPOSED	TOTAL
Number of Buildings			
Height			
Number of Building Stories			
Gross Floor Area- Ground Floor (sq. ft.)			
Gross Floor Area- Second Floor (sq. ft.)			
Remaining Floors			
Gross Floor Area of Building (sq. ft.)			

Landscaping Areas (sq. ft.)			
Impervious Areas (sq. ft.)			
Hard Surface Areas (sq. ft.)			
Soils and Vegetation Protections Areas (Sq. ft.)			
Public Streets or Private to be developed (Sq. Ft)			
Bicycle Parking- Long Term			
Bicycle Parking- Short Term			
Vehicle Parking Stalls			
Number of Multifamily Housing Unit (if applicable)			

The following submittals are required to meet the PDF Document Submission Requirement Standards (see handout):

- **Pre-Intake Guide Sheet**
- **Site Plan (drawn to scale)**
  - Shall include the following:
    - North arrow, scale bar
    - Vicinity map, depicting the location of the project with respect to adjacent and nearby streets and other major features
    - Property lines and adjacent properties
    - Locations, sizes and uses for existing and proposed structures
    - Proposed internal circulation plan illustrating new and existing access points to streets, the size and location of all driveways, fire lane if applicable, streets and roads with widths and outside turning radii for emergency and solid waste vehicles
    - Parking lot layout, including dimensions of the spaces and back-up aisles, barrier-free parking stalls and loading areas
    - Location, type and number of both long-term and short-term bicycle parking facilities
    - Location of solid waste enclosure

- Existing and proposed street frontage improvements, such as curbs, sidewalks, streetlights, street trees and nearby driveways both on-site and off-site
  - Existing and proposed overhead and underground private and public utilities both on and abutting the site including hydrant locations, waterlines, sanitary sewer lines, stormwater lines, wells, septic tanks and drain fields
  - Existing and proposed contour lines
  - Location of any on-site or suspected critical areas within 300 feet of the site. Critical areas may include wetlands, streams, landslide hazards and lakes with associated wetlands and buffers as outlined in OMC Chapter 18.32
  - Existing and proposed landscaping areas, fences, existing trees to remain and to be removed.
  - Locations of above ground utility boxes over 30 inches in height or a volume of 20 cubic feet
- **Civil Engineering Plans (Conceptual)** for Water, Sanitary Sewer, Street, Lighting and Solid Waste design that includes:
    - North arrow, scale bar, current City of Olympia vertical datum (NAVD88)
    - Right of way lines, including street names with quadrant suffix
    - Edge of pavement, width and pavement type
    - Property lines and addresses
    - Easements, existing, proposed, type and dimension (if applicable)
    - Sewer Plan- include rim and invert grades shown at each existing and proposed manhole, size of pipe, sewer laterals, step system and appurtenances, and force main and appurtenances
    - Water (Main) plan- include fire hydrants, meter and valves, size of water main, any FDC location, any fire main underground, building fire flow requirements and backflow prevention device location
    - Solid Waste Collection Plan- Identify location of solid waste enclosure, type of waste container type and size (carts, dumpster, drop box or compactor), show collection vehicle ingress and egress into and out of site, without backing out onto streets and approach to the enclosure
- **Stormwater Facilities Plan**  
Plan should reflect all elements identified at scoping meeting, and:
    - Required elements for site development drawings from Chapter 3, Volume 1 of the Drainage Design and Erosion Control Manual
    - Catch basin and/or manhole rim and invert elevations, size of pipe; and if applicable
      - outlet control details (s) with elevations,
      - pond dimensions with elevation
      - treatment facility, detention facilities and
      - on-site stormwater management features

- **Drainage and Erosion Control Plan** - Include site development drawings, Drainage Design Report, Construction Stormwater Pollution Prevention Plan, and Stormwater Site Management Plan as required. See Volume1, Chapter 3 of the Olympia Drainage Design and Erosion Control Manual (DDECM)
- **Soil and Vegetation Plan** - As applicable, outlined in Olympia Municipal Code Chapter 16.60
- **Landscaping Plan (Conceptual)** - As applicable, meeting requirements of OMC 18.36.080
- **Traffic Impact Analysis** - if the project exceeds fifty (50) housing units or eight thousand (8,000) square feet of new commercial building area, 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.)
- **Project Narrative Document.** Provide a separate document describing all details of the project.
- **Legal Description Document.** Provide a document that includes the legal descriptions of all properties involved in the project.
- **Critical Area Report(s), if applicable.** Refer to OMC 18.32
- **Miscellaneous Reports-** Additional reports as identified at the Presubmission Conference and/or at the Pre-Intake meeting
- **Environmental Checklist (if applicable)**
- **Property Owner List-** If your project is subject to SEPA, subject to a neighborhood meeting, Board Level Design Review, Variance or Parking modification a list certified by a title company shall be provided. PDF version and Excel Spreadsheet Worksheet are required. (See additional information below)
- **Design Review Packet** - See Conceptual or Combined Design Review Checklist for packet details.
- **Variance Request Justification Document.**
- **Parking Modification Request Document(s)** - To include as applicable: transit document, parking demand study and justification of modification request

**If your project requires a certified property owner list to be submitted:**

- Before ordering a property owner list from a title company, please request from a planner from Community Planning & Development Department a map of the properties to be included or reference the Planning Presubmission Conference Worksheet. Generally, this will include properties within 300 feet of the project site and additional properties as needed based on the project's boundaries
- The list of property owners shall be **certified by a title company**. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained
- The property owner list with the certification coversheet shall be in a PDF document
- The list shall also be provided in Excel worksheet format. The list shall include the following for each property:
  1. Property owner's complete mailing address

2. Property complete mailing address (Situs Address)
3. Tax parcel number(s) for each property

# City of Olympia Pre-Intake Guide

For Staff Use Only

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

City Planner \_\_\_\_\_ Today's Date \_\_\_\_\_

## Land Use Application Type

- Land Use Review
- Conditional Use Permit
- Shoreline Development
- Preliminary Long Plat
- Other (*Development Agreement, Planned Residential Development, Master Plan, Reasonable Use Exception, Variance, Appeal, etc.*)

## Additional Land Use Application Type *(if applicable)*

These applications must be submitted separately and will receive a separate permit number. Fees for these associated permits are not included in the Land Use Review and will be required to be submitted at the time of permit application.

- Boundary Line Adjustment (*\$320 + \$160 per line*)
- Preliminary Short Plat (*\$600 + \$300 per lot*)
- Preliminary Binding Site Plan (*See OMC 4.40 for fee*)
- Other \_\_\_\_\_

**Fees** All applicant's fee's will include an additional 3.9% technology fee. Hearing Examiner deposits are not subject to the technology fee.

Application Type	Description	Fee Amount
<b>Land Use Review</b>	• 0 to 5,000 sq. ft. new gross floor area	<input type="checkbox"/> \$2,600
	• 5,001 to 8,000 sq. ft. of new gross floor area	<input type="checkbox"/> \$4,700
	• 8,001 to 16,000 sq. ft. of new gross floor area	<input type="checkbox"/> \$6,800
	• 16,001 to 24,000 sq. ft. of new gross floor area	<input type="checkbox"/> \$9,200
	• 24,001 or more sq. ft. of new gross floor area	<input type="checkbox"/> \$11,500
<b>Design Review</b>	• Board Level Concept	<input type="checkbox"/> \$900
	• Board Level Combined (Concept and Detail)	<input type="checkbox"/> \$1800
	• Staff Level Concept	<input type="checkbox"/> \$240
	• Staff Level Detail	<input type="checkbox"/> \$240
<b>Hearing Examiner Review</b> <i>(if Examiner Review required for any Land Use Review above or additional to any plat; e.g. shoreline development or conditional use permit)</i>	• Project Subject to SEPA	<input type="checkbox"/> \$1,200 plus \$2,000 Hearing Examiner deposit
	• Project SEPA-Exempt	<input type="checkbox"/> \$900 plus \$750 Hearing Examiner deposit
<b>Preliminary Plat</b>	• Full Plat (10 or more lots)	<input type="checkbox"/> \$3,600 plus \$600 per acre, or part thereof, plus \$2,500 Hearing Examiner deposit
<b>Variance/Reasonable Use</b>	• Staff Level	<input type="checkbox"/> \$300
	• Examiner Level	<input type="checkbox"/> \$480 plus \$1,000 Hearing Examiner deposit
<b>Other</b>		

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## Required Submittals

All marked boxes are required with application and must be uploaded within 48 hours of the creation of the permit application.

### Land Use:

- Pre-Intake Meeting Checklist
- Site Plan  
*(including Vicinity Map, Site Details, Parking Spaces etc.)*
- Design Review Packet  
*(Plans, Cut-Sheets, Color and Materials, etc.)*
  - Design Review Analysis
- Landscaping Plan
- Narrative  
*(Project Description, Design Review Analysis, Justification, Response Letter etc. Applicants may need several)*
- Environmental Checklist
- Certified Property Owner List *(pdf and Excel Lists)*
- Soil and Vegetation Plan
- Parking Modification  
*(Narrative of the reduction and how it meets OMC 18.38.080)*
- View Analysis
- Recordable Documents  
*(Easements, parking agreements, shared maintenance etc.)*
- Parking Demand Study

### Civil:

- Civil Engineering Plans
- Stormwater Site Management Plan
- Drainage Design Report
- Commercial Storm Water Pollution Prevention Plan  
*(C-SWPPP)*
- Traffic Impact Analysis
- Traffic Generation Distribution Report

### Environmental:

- Critical Area Report  
*(Habitat, Wetlands, Streams, Slopes etc.)*
- Important Habitat & Species Report  
*(Habitat Management Plan)*
- Topographic Survey
- Stream Assessment
- Biological Assessment
- Wetland Report  
*(Delineation, rating, mitigation, restoration etc.)*
- Geotechnical Report
- Hydro-Geological Report
- Phase I or II Environmental Assessment
- Joint Aquatic Resource Permit Application
- Integrated Pest Management Plan
- Noise Attenuation Plan
- Air Quality Report
- Fill, Solid and/or Hazardous Waste Disclosure, Containment and Disposal Plans
- Hazardous Materials Management Plan
- Legal Description

### Subdivisions:

- Plat Map
- Title Report
- Deed Restrictions

### Other(s):

- Copy of Previous Approval(s)
- Misc. report or document \_\_\_\_\_

## Next Steps

Submit your Land Use Application online at [olympiawa.gov/buildingpermits](http://olympiawa.gov/buildingpermits).

- Include an attachment for each of the checked boxes within 48 hours of creating the online application.  
*Please note that missing an attachment can result in having to start the application process again.*

## Questions

Contact the Permit Center at 360.753.8314 or [CPDinfo@ci.olympia.wa.us](mailto:CPDinfo@ci.olympia.wa.us).

