**LAND USE**
Non-Community Plan Area

Information about each item on this checklist is included on the back of this form.

<table>
<thead>
<tr>
<th>Application Checklist*</th>
<th>Administrative Use Permit (AUP)</th>
<th>Administrative Design Review (ADR)</th>
<th>Administrative Use Permit (CP)</th>
<th>Conditional Use Permit</th>
<th>Major / Minor Amendment Permit (NP)</th>
<th>Nonconforming Use Permit (NP)</th>
<th>Planned Unit Development (PUD)</th>
<th>Planned Development District (PDD)</th>
<th>Planned Development Variance (stormwater)</th>
<th>Site Plan Review (SPR)</th>
<th>Variance Administrative Review</th>
<th>Variance Received</th>
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<td>&quot;X&quot; in the box means the document is required</td>
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As of December 22, 2014, a complete application includes:
1. An electronic copy of all required documents; and
2. **One** paper copy of all required documents, except **two** paper copies of Full Size Site Plans

<table>
<thead>
<tr>
<th>Master App. / Right of Entry</th>
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<td>Site Plan &amp; Tree Inventory</td>
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<td>Tree Conservation Plan</td>
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<td>Preliminary Health Application</td>
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*This application checklist is the Submittal Standard Checklist referenced in PCC 18.40.020A. Form and Content.

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1 Site Plan Review (SPR) is required if proposal deviates from a Title 18J design standard.
2 Administrative Design Review may be required with these applications.
3 Environmental review is required if the proposed action is not exempt from SEPA review (WAC 197-11-800).
4 Building Elevations are required if the proposal deviates from an architectural design standard that affects a building elevation.

Signature of Planner ____________________________________________  Date _______________________________
Instructions
PRE-FILING MEETINGS ARE ENCOURAGED TO ENHANCE COMMUNICATIONS BETWEEN THE COUNTY AND THE APPLICANT.
ALL APPLICATION MATERIAL CAN BE FOUND THROUGH THE PALS WEBSITE IN “FIND A FORM OR HANDOUT” OR AT THE DEVELOPMENT CENTER.

**Master Application/Right of Entry Agreement:** The Master Application must be typed or neatly printed in ink and signed. Be sure to sign the affidavit on Page 4 as well as the *Right of Entry Agreement*. In the event the applicant is not the property owner, the applicant must also sign the statement on Page 4 granting authorization for the agent/applicant authorization to act on his/her behalf.

**Required Findings:** Review criteria specific to the application must be addressed by the applicant, a list of the required findings are available through the PALS website.

**SEPA Checklist:** State Environmental Policy Act, required if project is not exempt (ref. WAC 197-11-800). The original signed form must be submitted with the application.

**Building Elevations:** Provide building elevations for all sides of the building subject to Title 18J design standards, refer to 18J.10.055 A.4.

**Full Size Site Plan and Site/Tree Inventory:** Site plan must be drawn to scale (not less than 1”=100’), show all property corners, existing and proposed structures, adjacent roads, open space and trail systems, and utilities. For site inventory elements refer to applicable community plan section of Title. Site plans shall be 22” x 34” to 24” x 36” in size.

**Landscape Plan:** All commercial projects are subject to the landscape standards of the Development Regulations – Zoning landscape buffering, Section 18J.10.055 A.6.

**Tree Conservation Plan:** Refer to 18J.10.055 A.5 for Tree Conservation Plan requirements.

**Recreation Space Plan:** For projects that require recreation space, refer to 18J.10.055 A.8 for plan requirements.

**Preliminary Health Application:** Tacoma Pierce County Health Department applications can be obtained at the Development Center.

**The following studies may be requested, but are not required for a complete application, Please refer to applicable Submittal Standards for application requirements.**

**Geotechnical Study:** A geotechnical assessment and/or report will be required if the parcel is located within a Landslide/Erosion Hazard Area (slopes in excess of 15%).

**Flood Study:** A flood study is required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps.

**Mine Assessment:** A mine assessment will be required if the parcel is located within a Mine Hazard Area.

**Wetland/Fish and Wildlife Review:** Wetland review *may* be required when wetland indicators are identified on or within 315 feet of the project site boundaries. Wetland review *shall* be required when a wetland or its buffer is identified within 315 feet of the project site boundaries.

**Traffic Study:** A Traffic Study is required if the proposed development/use will generate 25 or more peak hour trips per day, according to the Trip Generation Manual.
Composite Site Analysis and Inventory

To ensure proper review of your application, address all of the following items that are applicable to your site and/or project. Additional items may also be required, depending on the type or size of project.

**Site Inventory:**

- **Surface Water Drainage** – Identify shorelines, wetlands, ponds, ditches and streams, retention/detention ponds and bioswales.
- **Site Contours** – Show existing and proposed contours at 2-foot intervals, elevation of land may be expressed relative to any fixed point on site.
- **Native Vegetation** – Show all native plants to be removed, as well as those to be retained.
- **Adjacent Land Uses** – Identify land uses and current zoning of adjacent parcels.
- **Tree Inventory** – Inventory all significant trees located on the site, trees having a diameter of breast height (dbh) of 5 inches or more, and masses of trees by outlining the drip-line of individual trees or tree mass. Individual trees shall be labeled with species name and dbh size. Tree masses shall also specify the average dbh within the stand (reference 18J.10.055 A.5).
- **Geologically Hazardous Areas** – Identify Erosion and Landslide Hazard Areas, Seismic Hazard Areas, Mine Hazard Areas, and/or Volcanic Hazard Areas (reference 18E Development Regulations, Critical Areas).

**Site Plan:**

- **Scale** – 1”=20’ Minimum.
- **North Arrow**
- **Lot Dimensions** – Identify street names and show location of all driveways.
- **Building Footprint** – Include porches, walks, decks, roof lines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- **Setback Measurement** – Specify the distance between property lines and between buildings.
- **Septic System** – Include tanks, pump, tightline, primary and reserve drainfields.
- **Easements** – Such as; natural buffer areas, open space, green belts, utilities, roads.
- **Infiltration Trenches** – Check your plat for specific drywell requirements.
- **Off Street Parking and Circulation** – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- **Pedestrian Amenities** – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- **Impervious Surface** – Identify the location and percentage of all existing and proposed impervious surfaces.
- **Lighting** - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

**Elevations:**

- **Building Elevations** – Include roof pitch, building height from finished grade, exterior door and window details, identification of siding and roof material.
- **Mechanical and Service Equipment** - Indicate the location and type of screening proposed.
- **Retaining Walls** – Show the location and elevations of rockeries and bulkheads.

**Landscape Plan:**

- **Landscape Buffers** – Include proposed landscaping to meet standards of 18J15.040, as well as any landscape buffer requirements of the applicable Design Standards.
- **Parking Lot Landscaping** – Landscaping must meet the standards of 18J.15.090.
- **Planting and Irrigation Plan** – Plans must meet the requirements of 18J.15.100 and 18J.15.110 and be prepared by a qualified person, reference 18J.10.055 A.9.
- **Native Vegetation Area Plan** - Where required, restoration plans and supplement plans shall comply with the standards of 18J.15.020.