



**City Of Warrenton**  
**Planning Department**  
**Site Design Review**  
**WMC 16.212**

<b>OFFICE USE</b>	FEE See Fee Schedule
	File# SDR - _____ - _____
	Date Received _____
	Receipt# _____

Site design review shall be required for all new developments and modifications of existing developments, except for regular maintenance, repair and replacement of materials, parking resurfacing, and similar maintenance and repair shall be exempt. A property owner or designated representative may initiate a request for site design review by filing an application with the Planning Department. In addition, the applicant shall provide any related plans, drawings, and/or information needed to provide background for the request.

**Property**

Address: \_\_\_\_\_

Tax Lot (s): \_\_\_\_\_

Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Wetlands: \_\_\_\_\_

**Applicant**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner (if different from applicant)**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Signature:     Please see attached LOA     Date: \_\_\_\_\_

*I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the applicant to submit this application.*

**Project Description (Include Type of Business)**

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**Site Design Permit Extension Criteria**

Please provide written responses to each of the criteria below that clearly explain how your proposal meets each item. Attach a separate piece of paper if needed. Be as specific as possible. "Yes" and "No" responses are not sufficient.

WMC 16.212.040

1. The application is complete, as determined in accordance with Chapter 16.208 and subsection B of this section.

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2. The application complies with all of the applicable provisions of the underlying land use district (Division 2), including building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses.

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3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 16.276, Nonconforming Uses and Development.

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4. The application complies with the applicable design standards contained in Division 3.

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**Submittal Checklist**

Applicants shall submit all of the following items on a site plan along with the application form. The site plan shall contain the following information:

- The proposed development site, including boundaries, dimensions, and gross area drawn to scale.
- Natural land features identified which are proposed to be removed or modified by the development, including modifications to existing drainage patterns, if any.
- The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements, if any
- The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan.
- The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access, if being modified by the application.
- The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable), and proposed paving materials.
- Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
- Loading and service areas for waste disposal, loading and delivery, if any
- Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
- Location, type, and height of outdoor lighting.
- Locations, sizes, and types of signs (shall comply with Chapter 16.144).
- The Planning Department may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, site drainage, natural hazards, etc.).
- The applicant's entire tax lot and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified.
- Identification of slopes greater than 10%.
- Any areas identified as located in a designated floodplain and/or floodway, if any
- Depict any wetland and riparian areas, streams and/or wildlife habitat areas, if any.
- Site features such as pavement, areas having unique views, and drainage ways, canals and ditches, if any.
- Any designated historic and cultural resources areas on the site and/or adjacent parcels or lots.
- North arrow, scale, names and addresses of all property owners.

Name and address of applicant, project designer, engineer, architect, surveyor, and/or planner, if applicable.

Letter or narrative report documenting compliance with the applicable approval criteria including the conditional use criteria, zoning development standards, and applicable design standards. Please see the Planning Staff for applicable design standards.

**This application will not be officially accepted until department staff have determined that the application is completely filled out, signed, the application fee has been paid, and the submittal requirements have been met.**