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SITE PLAN REVIEW GUIDELINES (For complete details see IMC 15.50)

Background

Requirements for obtaining a site plan review are outlined in Ilwaco Municipal Code (IMC) Chapter 15.50. A site plan is a drawing of a proposed project drawn to scale. A site plan may require environmental review under SEPA pursuant to WAC 197-11. *(The construction of an office, school, commercial, recreational, service or storage building with 4,000 SF or less of gross floor area, and with associated parking facilities for 20 or fewer automobiles, is exempt from SEPA requirements).* The Hearing Examiner has final approval authority on site plans. A site plan review is required before a building permit can be issued if permit would authorize:

1. Construction of a new building or structure in areas zoned commercial or industrial; or
2. Expansion of a any building or structure in areas zoned commercial or industrial by more than 20% of existing floor area, or overall size in cases where floor area is not applicable.

For conditions of approval, duration of approval and amendments to site plan conditions, see IMC 15.50.030-050.

Application Process

1. Applicant requests a **pre-application conference** (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
2. If an applicant requests **consolidated permit processing**, a pre-application conference is required (IMC 15.50.060.B)
3. Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards items to **city planner**.
4. The City planner makes **Determination of Completeness** within 28 days from the date of receiving a project permit application. If the information is not complete, applicant will have 90 days to submit the required information. If it is not submitted within 90 days, the application will lapse. (IMC 15.08.070.A)

If it is submitted within 90 days, the city planner will issue a letter to applicant within 14 days indicating whether or not the application is complete. Within 14 days, City Planner publishes the **Notice of Application** in the *Chinook Observer* and sends out the notice to other known agencies with jurisdiction and the neighboring properties within 300 feet. The public comment period must be not less than 14 days nor more than 30 days following the notice. *If environmental review under SEPA is not required, then a Notice of Application is not required.*

5. The Hearing Examiner will hold no more than one (1) open record hearing in relation to a given project permit application, including a consolidated permit application. An open record hearing pertaining to project permit application can only occur fifteen (15) or more days after any threshold SEPA determination related to the application is issued.
6. A Notice of Public Hearing will be published and mailed in accordance with IMC 15.08.110.
7. City planner prepares a **report summarizing findings, conclusions and recommendations** and forwards report to the Hearing Examiner.
8. Hearing Examiner **approves, approves with conditions or denies** the application.
9. City planner forwards report of decision to the **building inspector**.
10. Approval or approval with conditions of a site plan will be effective for a period not to exceed two years from the date of approval.
11. Decisions of the Hearing Examiner may be appealed to the Pacific County Superior Court.

Application Packet

1. Master Planning Permit Application Form.
2. Site plan with information as specified on the Permit Submittal Checklist (*see reverse side of this page*).
3. SEPA Environmental Checklist, if project is not exempt from SEPA (*see IMC 15.50.010.C*).
4. Application Fees (*see Ilwaco Fee Schedule*).

SITE PLAN REVIEW SUBMITTAL CHECKLIST

<div><input type="checkbox"/> Master Planning Permit Application Form</div> <div><input type="checkbox"/> Vicinity Map<ul style="list-style-type: none">• Owner's name and mailing address.• Contact person's name, mailing address and phone number.• North arrow, scale and date.• Proposed name of project.• Subject property identified and other landmarks within ¼ mile.</div> <div><input type="checkbox"/> Site Plan<p>Existing conditions:</p><ul style="list-style-type: none">• Topography at two-foot contour intervals, or other intervals if not available from a public source.• Water courses.• FEMA floodplain and floodway.• Designated shorelines.• Wetland boundaries.• Configuration, dimensions and areas of all parcels.• Location, dimensions and use of all buildings on site.• Location, dimensions and use of all easements.• Name, location and width of all adjacent rights-of-way.• Location of existing on-site driveways, those across the street and on adjacent properties.• Location of fire hydrant nearest the subject property.<p>Proposed improvements:</p><ul style="list-style-type: none">• Configuration and dimensions of project boundaries, including open space, drainage tracts and easements.• Location (distance to property line) dimensions, floor area and proposed use of all existing buildings to remain and the same information for all proposed buildings.• Location and width of all driveways.</div>	<ul style="list-style-type: none">• Location and width of all proposed rights-of-way.• Location of pedestrian and transit facilities.• Location and design of all off-street parking and loading areas.• Location of landscaped areas showing the variety and size of plants and method of maintenance.• Location, size and height of all signs. <div><input type="checkbox"/> Narrative<ul style="list-style-type: none">• How the proposed use in the proposed location will not be detrimental to other uses legal existing or permitted outright in the zoning district.• How the size of the site is adequate for the use.• How traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.• How the other performance characteristics of the proposed use are compatible with those of other uses in the neighborhood or vicinity.• How adequate buffering devices such as fencing, landscaping or topographic characteristics protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.• How the other uses in the vicinity of the subject property are such as to permit the proposed use to function effectively.• How the proposed use complies with the performance standards, parking requirements and other applicable provisions of Municipal Code Title 15.</div> <div><input type="checkbox"/> SEPA Environmental Checklist, if project is not exempt from SEPA (<i>see IMC 15.50.010.C</i>).</div> <div><input type="checkbox"/> Application fees (<i>see Ilwaco Fee Schedule</i>)</div>
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