



CITY OF PORT ORCHARD

Permit Center

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MAJOR LAND DISTURBING ACTIVITY PERMIT (LDAP) APPLICATION

Incomplete submittals will not be accepted.

A Major Development is defined as any new development or any redevelopment activity that:

- (a) includes the creation or cumulative addition of 5,000 sq. ft. or greater of impervious surface area from the predevelopment conditions, or
- (b) includes land disturbing activity of one acre or greater, or
- (c) includes grading involving the movement of 5,000 cubic yards or more of material.

1. PROJECT INFORMATION:	
Number of acres of land disturbed (round up to the nearest whole number of acres): _____ acres	
Total square footage of hard surface to be constructed: _____ sq. ft.	
Water Main Extension: _____ lin. ft.	Sewer Main Extension: _____ lin. ft.
Is a pump station included in the proposal? <input type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, select which type(s): <input type="checkbox"/> Water <input type="checkbox"/> Sewer	
Is a significant facility* being constructed? <small>*Significant facilities include improvements such as sewer lift station construction or enlargement, force main construction, water system storage tanks, well construction, and water treatment facilities.</small> <input type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, list type(s): _____	
2. ASSOCIATED CONSTRUCTION PERMIT APPLICATION. Select the checkbox that applies to this LDAP.	
Are you submitting for a building permit application associated with this LDAP application? <input type="checkbox"/> No. A building permit is not required for this project. <input type="checkbox"/> No. A building permit application will not be submitted until after the LDAP is approved. <input type="checkbox"/> Yes. If you answered yes, a Permit Review Timeline Waiver form must be included with this application. <small>NOTE: If the applicant chooses to move forward with the building plan review prior to LDAP approval, then the applicant will be responsible for additional plan review fees if the LDAP causes any changes to the building plans.</small>	
3. ROAD NAMES AND STREET ADDRESSES. If you answer yes to any of the following questions, see submittal requirements listed in Section 4.	
A. Are new roads or streets required for this project? <input type="checkbox"/> No. <input type="checkbox"/> Yes.	
B. Is this LDAP for site development for residential building lots? <input type="checkbox"/> No. <input type="checkbox"/> Yes.	
C. Is this LDAP for site development for building(s) with suites and/or apartments/dwelling units? <input type="checkbox"/> No. <input type="checkbox"/> Yes.	
D. If you received preliminary addressing, has anything changed since it was issued? <input type="checkbox"/> No. <input type="checkbox"/> Yes.	

4. SUBMITTAL REQUIREMENTS.

NOTE: Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.

Check the box for each item included with this application:

- The Master Permit Application Form**, completed.
- Major Land Disturbing Activity Permit (LDAP) application** (*this form*), completed.
- Site Plan Checklist**, completed. *Use the City's Site Plan Checklist to include required elements on drawings.*

PLAN SETS: Plan drawings, specifications and other supporting data.

- Civil and grading plans must be prepared and signed by a civil engineer registered to practice in the state of Washington. Other plan drawings must be prepared by a qualified professional in the appropriate field.
 - All drawings must comply with Port Orchard Requirements for Electronic Plan Review.
 - All drawings must show the Design Standards requirements, if applicable. *See attached checklist*
- Civil Plans.**
- Must meet Public Works Engineering Standards and Specifications.
 - Include north arrow and plan scale on all site sheets.
 - Must comply with Site Plan Checklist requirements.

- Grading Plan.**
- Include temporary erosion and sedimentation control plan.
 - Show construction sequence for all erosion and sedimentation control work, temporary and permanent.
 - Show existing and finished grade.

- Critical Areas Site Plan.** *See POMC 20.162 for complete requirements. Must include:*
- North arrow and drawn to scale.
 - Show location(s) of critical areas and any associated buffers.
 - Location of proposed structures, activities, clearing and grading, and topographic information.

- A Landscape Plan.** *If required, must include:*
- Plant list. Include landscaper's price list.
 - Planting details.
 - Irrigation Plan

- Tree Retention Plan.** *If required. See POMC 20.129 Significant Trees for complete requirements.*
- A tree survey that identifies the location, size and species of significant trees on the site.
 - Show significant trees that are proposed to be retained.

- Address and/or Road Name Request.** *Must include:*
- If you previously received Preliminary Addressing List and Map**, and if anything has changed since the preliminary addressing was issued, include:
 - A statement describing what has changed (*for example, additional roads, lots, suites/apartments*)
 - A Plot Plan as described below, but showing preliminary addressing and cloud revisions.
 - Address and/or Road Name Request form**, completed.
 - Plot Plan** used specifically by the Addressing Technician must be free from excess information such as contours, drainage, utility lines and setbacks. Must show:
 - North arrow and scale.
 - Show tracts, numbered lots, and tax parcel numbers.
 - Show driveways or building outlines.
 - Identify any tracts or lots which require addresses for utility devices, special structures or uses.
 - Show streets and roadways adjacent to property, clearly labeled by name.
 - Show access to the site from the adjacent street or roadway.
 - Show surrounding existing and/or planned development for road continuation context.

4. SUBMITTAL REQUIREMENTS, <i>continued.</i>
<input type="checkbox"/> Design Standards Submittal Checklist. <i>All LDAP applications are required to complete Section 1 of the attached Design Standards Submittal Checklist and include the form with your submittal.</i> If an exemption does not apply: <input type="checkbox"/> Complete the rest of the Checklist. <input type="checkbox"/> Include all Design Standards on your plans as indicated on the Designs Standards Submittal Checklist.
<input type="checkbox"/> Soils Report. <i>See POMC 20.140.080(2) for complete requirements.</i>
<input type="checkbox"/> Stormwater Drainage Permit (SDP) application. <i>A stormwater drainage permit is required to accompany all LDAP applications unless specifically exempt. (POMC 20.140.070(2)).</i>
<input type="checkbox"/> SEPA Review Checklist application, <i>completed. Refer to SEPA application for submittal requirements.</i>
<input type="checkbox"/> Hearing Examiner's or Director's Decision. <i>If there was a previous Land Use case related to this project, include a copy of the decision.</i>
<input type="checkbox"/> Plan Review Timeline Waiver. <i>Required when a building permit application associated with this LDAP is submitted with this application. See Section 2 above.</i>
<input type="checkbox"/> Floodplain Development Permit Application, documenting 'no rise' to the Base Flood Elevations. <i>Required if the project site is located within the Floodplain.</i>
<input type="checkbox"/> Shoreline Exemption Request or Shoreline Permit Application. <i>Required if project site is within 200 feet of a Shoreline of the State. Consult the Department of Community Development for requirements specific to your project.</i>
Special Reports for Critical Areas are identified in POMC 20.162 Article VIII. <i>The applicant shall pay for the costs incurred in preparing special reports or tests, and for costs incurred by the city to engage technical consultants for review and interpretation of data and findings in special reports.</i> Check all that apply to your project:
<input type="checkbox"/> Wetland Report. <i>Required if the project site potentially contains wetlands or wetland buffers, or is within 200 feet of a potential wetland.</i>
<input type="checkbox"/> Habitat Report. <i>Required if the project site potentially contains any streams, or is within 200 feet of a potential stream.</i>
<input type="checkbox"/> Geotechnical Report. <i>Required if the project site contains or is within 200 feet of a steep slope or other geologically hazardous area. A Geotechnical Report provides more information than what is in the Soils Report.</i>
<input type="checkbox"/> Hydrogeological Report. <i>Required on sites listed in POMC 20.162. Article VII, Critical Aquifer Recharge Areas, Table 20.162.086, Operations with Potential Threat to Groundwater.</i>
5. FEES.
<i>Plan review fees and other fees are due when the application is submitted. Additional fees may be due as the application is underway, such as payment for consultant fees to review special reports. Other fees are due when the permit is issued. Applicable fees may vary depending on your project. Please contact the Permit Center for a fee estimate.</i>



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Design Standards Submittal Checklist

Project Name: _____

Location: _____

1. DESIGN STANDARDS. (POMC 20.127)

Determine if Design Standards apply. Check the box below that corresponds with this project:

Design Standards apply to this project. You will need to show design standards on the project plans.

An exception listed below applies to this project. Design Standards do not apply.

Check the box next to the exception that applies to your project:

This application is for a detached house, backyard cottage, cottage court cottages, duplex, attached house, or townhome.

This application is for open-air structure(s) such as pavilions, stages and gazebos for ornamental, performance or recreational use.

This project is located in the Old Clifton Industrial Park.

This project is in an Industrial zone, and the Director has waived Design Standards. (Provide a copy of the Waiver)

This project is a Tenant Improvement or other interior work within an existing building that **does not**:

- include site improvement.
- change the building footprint.
- change the exterior of the building.
- increase the gross floor area of the structure.

2. DESIGN STANDARDS PROJECT INFORMATION:

Specify the Improvement Level for your project (POMC 20.127.020(3)):

Level 1 Level 2 Level 3 New Construction

Project is located within Community Framework Map area number _____ (POMC 20.127.130(1-16))

Project is located outside of the Community Framework Map areas.

Block Frontage Type designation of the project site (POMC Table 20.127.120(2)) Check all that apply:

Storefront Landscape Varied Marine Gateway Other

Is your project fronting a trail that is not adjacent to a street? No Yes: If yes, POMC 20.127.210 applies.

Are you proposing a Community Design Framework Master Plan: No Yes: If yes, a Comprehensive Plan Amendment is required.

Are you requesting an optional review by the Design Review Board? (POMC 20.127.030) No Yes

Are you requesting Departures from the Design Standards? No Yes

If departures are requested, see submittal requirements below.

3. SUBMITTAL REQUIREMENTS. Check the box for each item included with this application.

Design Standards Submittal Checklist, (this form), completed.

If Departures are requested, also submit:

Departures Supplemental Checklist.

A Narrative Statement to support how such proposed departures meet the applicable approval criteria.

The design standards required for your project must be included on all drawings submitted with your application. This includes showing departures if any are requested.

Check all elements included with your submittal:

Block Frontage Standards. (POMC 20.127; Article II, 100 – 260)

Identify the block frontage type(s) applicable to the development.

- A site plan and/or other plans illustrating proposed improvements and how the block frontage standards are being met, including (where applicable):
 - Building envelope location and setbacks/dimensions.
 - Site elevation/topography at minimum two-foot intervals.
 - Parking location and vehicular access design.
 - Percentage of street frontage that is occupied by parking areas and garage entries.
 - Weather protection elements and dimensions/percentages.
 - Façade transparency elements and dimensions/percentages.
 - Storefront interior dimensions, including floor to ceiling height and storefront depth.
 - Landscaping elements (common or scientific name and size) and design (layout and location).
 - Right-of-way improvements and dimensions (including planting strip and sidewalk).
 - Undeveloped areas, including critical areas and associated buffers).

Site Planning Standards. (POMC 20.127, Article III, 300 – 360)

- A site plan and/or other plans illustrating proposed improvements and how the site planning standards are being met, including (where applicable):
 - Building envelope location and setbacks/dimensions.
 - Site elevation/topography at minimum two-foot intervals.
 - Building elevations of all façades, including the location of doors, windows, and balconies.
 - The location and height of adjacent structures within 25 feet of the property proposed for development.
 - Non-motorized circulation elements, including materials, dimensions, and necessary details.
 - Parking location and vehicular access design, including materials, curb edge, lane configurations, dimensions, and other relevant details to support compliance.
 - Existing and proposed pedestrian-oriented space, usable residential open space, and other recreational features, including design elements, materials, and necessary details.
 - Location, design, and configuration of service areas and mechanical equipment.
 - Landscaping elements (common or scientific name and size) and design (layout and location).
 - Right-of-way improvements and dimensions (including planting strip and sidewalk).

Building Design Standards. (POMC 20.127, Article III, 400 – 460)

- Graphics illustrating proposed improvements and how the building design standards are being met, including (where applicable):
 - Building elevations showing:
 - Exterior materials.
 - Doors and windows and associated design details.
 - Roofline design and dimensions.
 - Details on proposed exterior materials and finish.
 - Blank wall treatment details.
 - Building plan view drawings showing:
 - Façade articulation and dimensions.
 - Entry locations and design.
 - Three-dimensional graphics emphasizing:
 - Building massing and articulation.
 - How the development (proposed improvements) fit within the surrounding context.
The graphic must illustrate the general massing of buildings within 50 feet of the site.

Departures. (POMC 20.127.060)

Use the Design Standards Departures Request form if any departures are requested.