

Site Plan Review Application and Submittal Checklist

Tax Parcel Number	Permit Number (staff use only)
Site Address	Project Name (staff use only)
Property Owner Name	Applicant Name
Property Owner Mailing Address	Applicant Mailing Address
Property Owner Phone	Applicant Phone
Property Owner E-mail Address	Applicant E-mail Address

Zoning Designation <input type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for City employees, agents, or contractors to enter the site to perform any necessary inspections.
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Property Owner Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center;">Date</div> </div>

Applicant Checklist - (Please see RMC 25.01.140)	Staff Use Only
Yes	Yes Need N/A
<input type="checkbox"/> Administrative Fee, \$268.75 , per the City's Master Fee Resolution	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Review Fee Deposit \$5,375 , per the City's Master Fee Resolution	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Project Summary. Please provide a written summary of the proposal.	<input type="checkbox"/> <input type="checkbox"/>
Site Plan - A site plan application which includes the following items as listed in RMC 25.01.140(d).	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> (d)(2)(A) - Name, address, telephone number, and signature of the applicant, and the property owner (if different from the applicant)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> (d)(2)(B) - Legal description and tax lot of the subject property.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> (d)(2)(C) - Statement of proposed use or action.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> (d)(2)(D) - Statement of how the proposed use complies with the goals, objectives, and policies of the Comprehensive Plan.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> (d)(2)(E) - A vicinity map.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> (d)(2)(F) - A plot plan at one inch equals 50 feet, or other appropriate scale as determined by the Mayor, showing: North arrow; setbacks and heights; proposed lot line adjustments and improvements; boundaries, easements, and ownerships as set forth in the legal description; topography at two-foot contour intervals; existing structures and improvements; parking; location of all proposed and existing vegetation including all trees over 10 inches in diameter that might be impacted by the proposal; watercourses; other natural features and environmentally sensitive areas; utilities (and/or septic design, if appropriate); adjacent streets and rights-of-way; terms, conditions, covenants, and agreements under which the subject property is bound, (if any). Multiple sheets may be used to provide the above information, if needed.	<input type="checkbox"/> <input type="checkbox"/>

(continued on next page)

- (d)(2)(G)** - A calculation of the subject property area.
- (d)(2)(H)** - A statement of compliance with subsection of RMC 25.01.110 that apply to the application being submitted.
- (d)(2)(J)(i)** - A soils map and general description of soil types and their suitability for the proposed uses.
- (d)(2)(J)(ii)** - Landscape plan.
- (d)(2)(J)(iii)** - A calculation of the number of dwelling units, gross floor area, building coverage, impervious surface area, number of employees and parking spaces.
- (d)(2)(J)(iv)** - Building elevations.
- (d)(2)(J)(v)** - Grading plan and evidence of compliance with RMC 25.01.080
- (d)(2)(J)(vi)** - Storm drainage plans and evidence of compliance with RMC 25.01.080
- (d)(2)(J)(vii)** - Utilities plan and evidence of compliance with Comprehensive Plan goals, objectives, and policies related to utilities.
- (d)(2)(J)(viii)** - A draft of any proposed conveyance, conditions, and restrictions related to maintenance of open space and commonly owned improvements.
- Additional Information** - additional written or graphic information necessary to enable Ruston staff to act on the application.
- SEPA Checklist**, if applicable
- Four complete paper copies of all the above items**, (one full size, and three at a maximum sheet size of 11"x17").
- Electronic Copies of all the above items.** A CD or USB Drive, (unless files are small enough to send via e-mail), with PDF scans at a minimum resolution of 300 DPI or better of all of the above items.

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Yes Need N/A
staff use only