



**CITY OF KELSO**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
203 S. Pacific Ave., Ste. 208, P.O. Box 819  
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## SITE PLAN SUBMITTAL REQUIREMENTS

The following checklist identifies information required to be included with the Site Plan Application. All items must be submitted before the application will be accepted.

1. **COVER SHEET AND TABLE OF CONTENTS** – Each application submittal packet shall contain a cover sheet that includes the applicants' name, address, e-mail address, and phone number, along with the name of the proposed project. A table of contents should also be submitted to provide assistance in locating the various requirements and should follow the cover letter.
2. **APPLICATION FORM** – The application form shall be completed in ink and signed by the applicant
3. **APPLICATION FEE** – The fee for a Site Plan Review shall accompany the application.
4. **TECHNICAL INFORMATION** (if applicable) The information listed can either be shown on a map(s) of provided within the required narrative.
  - Vicinity Map
  - Property Information
  - Adjacent Arterial Roadways and Parks
  - Elevation Contours
  - Photography map
  - Zoning and Land Use
  - Water, Sewer and Storm
  - Soil Type
  - Environmental Constraints
5. **NARRATIVE** – A written narrative shall be submitted that describes the existing conditions and proposed project in detail. For espresso stands and other portable food and beverage vendors, the narrative should include a description of how water is provided and disposed. The narrative must include all information about the proposed and existing use, size, landscaping, screening, lighting, noise, structures, structural changes, hours of operation and capacity (storage, students etc.) of the projects.
6. **SEPA CHECKLIST**

7. **PROPOSED SITE PLAN** – A site plan should show the following:
  - Property lines
  - Site driveway locations and neighboring driveway locations
  - Foot print of any existing structures with setbacks labeled.
  - Location of proposed structures, utilities and easements.
  - Existing or proposed fire hydrant locations, and any and all types of water lines.
  - Adjacent streets (marked with their names', centerline, curbs and sidewalks).
  - The locations of any existing environmentally sensitive areas. (i.e. wetlands water bodies, steep slopes etc.)
  - Indicate the existing surfacing and features on all portions of the site, such as asphalt, landscaping, lawn, gravel, storm water swale, and etc.
  - Landscape plan: screening, buffering matrix.
  - Show the number and layout of existing and proposed parking spaces, including handicap spaces. All parking spaces shall be shown in accurate detail, including dimensions, drive aisles and backup areas.
  
8. **PRELIMINARY STORM WATER DESIGN REPORT** – If the project involves the addition or re-development of sq ft of impervious surface. Storm water review will be required for the project.
  
9. **TRIP GENERATION REPORT.** – A trip generation report indicating the number of additional average daily trips the proposal could be expected to generate.
  
10. **LEGAL LOT DETERMINATION INFORMATION** – If the lot is part of a plat, binding site plan, or subdivision, no lot information is required beyond that supplied in the technical information packet. If the application is not part of a plat, binding site plan, or subdivision, the applicant is required to either: a) complete a legal lot determination, or b) submit a sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.
  
11. **SURVEY DATA** – Including bearings and distances of lines and relevant survey points
  
12. **ASSOCIATED APPLICATIONS** – Applications associated with the project, to the extent applicable (e.g., floodplain, habitat, shoreline, wetland, conditional use, variances, etc.) must be submitted prior to or with this application.
  
13. **SUBMITTAL COPIES** – Four (4) reduced scale 11 x 17 bound copies, bound by a jumbo clip or rubber band. Four (4) drawn to scale 24 x 36 bound. (No larger than 1" = 50' and no smaller than 1" = 200'). As well as, one (1) full set digital copy.
  
14. **OTHER SUBMITTAL COPIES** – Two copies of any applicable special studies such as traffic, stormwater, critical areas, etc.