



Detailed Development Plan Completeness

The application will not be deemed complete without all of the requirements proceeding.

17.50.080 – Complete application – Required information.

Unless stated elsewhere in City Code Titles 16 or 17, a complete application includes all the materials listed in this subsection. The community development director may waive the submission of any of these materials if not deemed to be applicable to the specific review sought. Likewise, within 30 days of when the application is first submitted, the community development director may require additional information, beyond that listed in this subsection or elsewhere in Titles 16 or 17, such as a traffic study or other report prepared by an appropriate expert.

In any event, the applicant is responsible for the completeness and accuracy of the application and all of the supporting documentation, and the city will not deem the application complete until all information required by the community development director is submitted. At a minimum, the applicant must submit the following:

- ☐ A. One copy of a completed city application form that includes the following information:
 - ☐ 1. An accurate legal description, tax account number(s), map and location of all properties that are the subject of the application,
 - ☐ 2. Name, address, telephone number and authorization signature of all record property owners or contract owners, and the name, address and telephone number of the applicant, if different from the property owner(s);
- ☐ B. A complete list of the permit approvals sought by the applicant.
- ☐ C. A current preliminary title report for the subject property(ies).
- ☐ D. A complete and detailed narrative description of the proposed development that describes existing site conditions, existing buildings, public facilities and services, presence of wetlands, steep slopes and other natural features, a discussion of the approval criteria for all permits required for approval of the development proposal that explains how the criteria are or can be met, and any other information indicated by staff at the preapplication conference as being required.
- ☐ E. At least one copy of the site plan and all related drawings shall be in a readable/legible 8 1/2 by 11-inch format for inclusion into the city's bound record of the application.
- ☐ F. All required application fees (to be paid once invoice is generated).
- ☐ G. Annexation agreements, if applicable.
- ☐ H. Additional documentation as needed by the community development director.

17.65.60 Detailed Development Plan

A. Submittal Requirements.

- ☐ 1. A transportation impact study documenting the on- and off-site transportation impacts, as specified in 17.65.050.B.1.h(1). If such an analysis was submitted as part of the Concept Development Plan

process, the scope of the report may be limited to any changes which have occurred during the interim and any information listed below which was not a part of the initial study.

The on-site portion of the analysis shall include the location, dimensions and names of all proposed streets, alleys, other public ways, sidewalks, bike routes and bikeways, pedestrian/bicycle access ways and other pedestrian and bicycle ways, transit streets and facilities, neighborhood activity centers, and easements on and within 250 feet of the boundaries of the site. The map shall identify existing subdivisions and development and un-subdivided or unpartitioned land ownerships adjacent to the proposed development site and show how existing streets, alleys, sidewalks, bike routes, pedestrian/bicycle access ways and utilities within 250 feet may be extended to and/or through the proposed development.

- ☐ 2. The location within the development and in the adjoining streets of existing and proposed sewers, water mains, culverts, drainpipes, underground electric, cable television and telephone distribution lines, gas lines, and the location of existing aerial electric, telephone and television cable lines, if any, to be relocated within the development.
- ☐ 3. A site plan or plans, to scale, containing the required information identified in:
 - ☐ a. Chapter 17.62.040.A.(8), (10), (11), (12), (13), (14), and (15).
 - ☐ b. Chapter 17.62.040.B.
 - ☐ c. Chapter 17.62.040.C.
 - ☐ d. Chapter 17.62.040.D.
 - ☐ e. Chapter 17.62.040.E.
 - ☐ f. Chapter 17.62.040.G.
 - ☐ g. Chapter 17.62.040.H.
 - ☐ h. Chapter 17.62.040.J.

B. Approval Criteria. The Community Development Director shall approve an application for detailed development plan approval only upon findings that:

- ☐ 1. All development standards and impact mitigation meet the requirements of the approved concept plan, including conditions of approval.
- ☐ 2. Any other applicable zoning regulations that are not addressed in the concept development plan are met, unless an adjustment to those regulations has been applied for and is approved. The approval standards applicable to adjustments required as part of a master plan are contained in 17.65.070.
- ☐ 3. The detailed development plan conforms with the standards contained in Chapter 17.62, unless adjusted as provided in 17.65.070.