



## Community Development Department

Building • Planning • Code Enforcement

P.O. Box 9, 230 Davidson Avenue

Woodland, WA 98674

[www.ci.woodland.wa.us](http://www.ci.woodland.wa.us)

Phone: (360) 225-7299 / Fax (360) 225-7336

# SITE PLAN REVIEW CHECKLIST

Please refer to the applicable provisions of the Woodland Municipal Code Chapter 17 for details

**All of the following information must be submitted with an application for a Site Plan Review. All application fees must also be paid for the application to be considered complete.**

***NOTE: please provide all documents in electronic format in addition to submitting paper copies***

- Land Use Application packet – complete and sign all forms as indicated:
  - Land Use Application form - applicant
  - Ownership Certification - property owner(s)
  - Critical Areas Identification Checklist - applicant
  - Agreement to Reimburse - applicant
- Application Fees - See the fee schedule. Payment may be made online or by check payable to “City of Woodland.” Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, Shoreline Substantial Development Permit, etc.
- Critical Areas Report – required if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08. Submit with the applicable fee.
- Completed SEPA Checklist, if applicable. Submit with the applicable fee.
- Shoreline Substantial Development Permit, if applicable. Submit with the applicable fee.
- Legal Description – obtain from a title company or surveyor licensed by the State of Washington.
- Title Report or Title Book Report issued within the last 60 days.
- Narrative that details the proposal and addresses compliance with applicable city codes.
- Traffic Impact Analysis (TIA) if required by the Public Works Director.
- Demonstrate compliance with the Stormwater Management Manual for the Puget Sound Basin (1992 DOE Manual) if applicable. Submit documentation in the form of a stormwater report and plans that address compliance with the 1992 DOE Manual.

***(continued on next page)***

- Erosion control plan that meets the requirements of WMC 15.10.060 unless exempt. Plans must comply with the provisions of the Stormwater Management Manual for Western Washington (2005 DOE Manual) and the WMC Chapter 15.10.
- Site Plan – ***see Site Plan requirement checklist for minimum requirements***
  - Six (6) full size copies (24" x 36") drawn to scale
  - One (1) reduced copy (to scale)

***NOTE: the following is also required for a site plan review***

Show the floodplain and floodway boundaries. Lines shall be based on maps developed as part of the Cowlitz County and City of Woodland flood studies and are not based on an elevation contour from individual site surveys.