



SUBMITTAL REQUIREMENTS FOR USE PROCESS I OR PROCESS II

USE PROCESS I (DIRECTOR'S APPROVAL)

WHEN USE PROCESS I IS USED

Process I review is used for minor improvements, modifications, and additions; such as parking lot and landscape area modifications and improvements, and/or additions to an existing developed site that are exempt from SEPA. Additionally, under this process the improvements and/or additions must not exceed 25 percent of the gross floor area of the existing use, or 2,000 square feet of new gross floor area. See Chapter 19.55 for detailed information regarding Process I regulations.

USE PROCESS II (SITE PLAN REVIEW)

WHEN USE PROCESS II IS USED

Reference to Use Process II is found in several places in the *Federal Way Revised Code (FWRC)*, indicating that certain developments, activities, or uses are permitted only with a Use Process II approval. In addition, substantial improvements to developed sites, as defined by FWRC 19.15.030(2), are also subject to a Use Process II application. See Chapter 19.60 FWRC for detailed information regarding Use Process II regulations.

WHO MAKES THE DECISION

The Director of Community Development issues the decision based on review and analysis of the submittal documents and decisional criteria, including Chapter 19.115 FWRC "Community Design Guidelines."

APPEALS

Any decision issued by the director can be appealed by the applicant, anyone who submitted written comments during the review, or anyone who requested copies of the decision. Appeals are decided by the City of Federal Way Hearing Examiner after an appeal hearing.

HOW TO APPLY

- All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal.
- This form is to be used by an applicant as a guide in determining what constitutes a complete application.
- All checked items must be submitted to constitute a complete application. Incomplete applications or improperly named/formatted documents will not be accepted.
- Applications that contain all checked items will be determined complete at intake. The applicant or agent will be notified immediately if an application is considered complete.
- A complete application does not imply compliance or conformance with applicable codes.

SUBMITTAL REQUIREMENTS FOR USE PROCESS I OR II

Project Name: _____

Project Description: _____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application, signed by owner.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees.
<input type="checkbox"/>	<input type="checkbox"/>	Concurrency application (with appropriate fees).
<input type="checkbox"/>	<input type="checkbox"/>	Current title report for subject property, prepared within 90 days.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of water and sewer availability (vacant property only).
<input type="checkbox"/>	<input type="checkbox"/>	Site photographs from each compass point (north, east, south, & west), referenced by location on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Narrative description of the project, this should also include a summary of how project complies with applicable design guidelines (FWRC Chapter 19.115, "Community Design Guidelines").
<input type="checkbox"/>	<input type="checkbox"/>	Special Studies as required.
<input type="checkbox"/>	<input type="checkbox"/>	Complete set of drawings.
		<ul style="list-style-type: none"> • Minimum plan sheet size shall be 24 x 36 inches. • Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet. • Minimum scale is 1:20, unless otherwise authorized. • All information is to be legible. • Plans shall be prepared by a certified professional (licensed in the state of Washington) unless otherwise authorized. Note: If the development proposal has a value of \$75,000 or greater, the site survey, site plan, preliminary drainage, grading, right-of-way plans, and building elevation plans shall be prepared by a certified professional licensed in the state of Washington. The survey shall be prepared by a certified land surveyor; and the site plan, drainage, grading, right-of-way plans, and building elevations by a certified architect or engineer. Regardless of the value of the development, landscape plans must be prepared by a Washington State licensed landscape architect. • All drawings must contain. <ul style="list-style-type: none"> • Project name, plan date, or revision date. • Name, phone number, and license stamp of preparer. • North arrow and bar scale.

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
		<ul style="list-style-type: none"> • Vicinity map. • Site area. • Total parking stalls count. • Total gross floor area of all proposed floors or levels. • Location and dimensions of existing/proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls. • Existing streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 225 feet of site per FWRC Chapter 19.145, “Environmentally Critical Areas.” • Location of stands of trees as defined by FWRC 19.05.200. • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants. • Structures and driveways within 150 feet of subject site (on both sides of street) • <i>International Building Code</i> (IBC) construction type and occupancy classification. • Location and square footage calculations of any on-site pedestrian areas (i.e., plazas, courtyards) or open space areas.

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	Information for Buildable Lands Calculation (Please provide this information in tabular form on the site plan.)
Category		#Acres
<i>Gross Land Area</i> – Acreage of the site prior to any dedications or set-asides.		
<i>Critical Areas</i> – Acreage precluded from development due to wetlands and buffers; streams and buffers; regulated lakes and buffers; shoreline setbacks; flood hazard areas; erosion hazard areas; and/or landslide hazard areas.		
<i>Rights-of-Way</i> – Acreage dedicated for public rights-of-way (e.g. street widening). Do not include private access easements and private roadways internal to multi-family, senior housing, commercial, or industrial complexes.		
<i>Public Purpose</i> – Acreage of site to be used for retention/detention/drainage facilities; open space and parks; or other on-site public facilities. Do not include public utilities easements or landscaping.		
<i>Net Land Area</i> – Gross land area minus critical areas, rights-of-way, and public purpose.		

Description	Square Footage (Gross Floor Area)	# Units
Existing Building(s) ¹		
New Building		
Commercial Portion		N/A
Residential Portion		
Footprint		N/A

¹For in-fill or phased development.

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	<p>Topographic Survey</p> <ul style="list-style-type: none"> • Site area. • Property lines, utilities, easements, sidewalks, street edges, existing structures, parking, and site improvements (e.g. drainage systems with pipe sizes, invert and rim elevations). • Structures and driveways within 150 feet of subject site (on both sides of street). • Minimum two-foot contours for slopes less than 15% and 5 foot contours for slopes 15% or greater; datum shall be King County Aerial Survey or NGVD-29. • Delineate slopes greater than 40 percent grade on or within 25 feet of the site. • Delineate streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 225 feet of site per FWRC Chapter 19.145, “Environmentally Critical Areas.” • Identify trees defined by FWRC 19.05.200.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Drainage, Grading, and Right-of-Way Plan</p> <ul style="list-style-type: none"> • Preliminary storm drainage system in accordance with the <i>King County Surface Water Design Manual (KCSWDM)</i> as amended by Federal Way. • Preliminary grading plan with finished contours; minimum two foot contours for slopes less than 15 percent and five foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29. • Preliminary right-of-way improvement plan, as required by the Public Works Dept. • Approximate cut & fill quantities of site earthwork. • Total existing and proposed impervious surface area. • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Landscape Plan</p> <ul style="list-style-type: none"> • Specific location, type, size, and number of trees to remain and to be removed. • Plant schedule with the scientific name, common name, size, spacing, and quantity of each. • Specific location and square footage calculations of drought tolerant landscaping (document that a minimum 25 percent is provided per FWRC 19.125.040[6]). • Irrigation plan for lawn areas. • Specific location, square footage calculations, and total square footage of each parking lot landscape island per FWRC 19.125.070(2)(a). • Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment. • Building wall area landscaping per FWRC 19.125.040. • Specific location of street trees in the right-of-way. • Identify perimeter landscape type as I, II, or III.

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Clearing and Grading Plan</p> <ul style="list-style-type: none"> • Identification of existing slope depicting: areas with 0% to 15% slope; areas with 15% to 40% slope; and areas of 40% or greater slope. • Proposed grades. • Location of all existing and/or proposed structures, driveways, right-of-way improvements, utilities, and easements on the subject property. • Designation of all wetlands, streams, and other critical areas that are on or within 300 feet of any area proposed to be disturbed by proposed clearing and/or grading action. • Areas proposed for clearing and the proposed use for such areas. • Any proposed grade changes that adversely affect or endanger trees on the property and/or adjacent properties, and specifications to maintain them. • A minimum of two cross sections of the site, drawn to scale, depicting the existing and proposed grade and any proposed rockeries and/or retaining walls. The director may also require a three dimensional topographic model of existing and proposed topographic conditions. • Location and description of proposed erosion control devices and structures. • When required, a geotechnical report prepared by a geotechnical engineer that contains sufficient information to determine the potential impacts of the proposed clearing and grading, as well as proposed measures to reduce or eliminate these impacts.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Building Elevations/Design Intent</p> <ul style="list-style-type: none"> • Statement of architectural design intent, finish materials, and colors. • Front, rear, and side (labeled as north, south, east, and west) building elevations of proposed structures. • Exterior wall openings. • Exterior materials and colors board. • Garbage/recycling facility screen details. • Roof-top and ground based mechanical equipment screen details. • Building height calculation.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Tree/Vegetation Retention Plan</p> <ul style="list-style-type: none"> • Statement outlining purpose of any proposed tree removal (e.g., building construction, street or roadway, driveway, recreation area, patio, parking lot) together with a proposed timetable for when this work will occur. • A tree survey that identifies the location, approximate size, species, and number of trees on this site and also identifies the general location of trees within 50 feet of the site. Tree survey samples may only be used at the discretion of the director. • A depiction of the spatial limits for tree/vegetation retention areas and details of tree/vegetation protection measures. • A depiction of any new vegetated areas to be established. • Manner in which the cleared areas on the property will be reclaimed with vegetation, specification of any required mitigation plantings, and a timetable for replanting. • Approved tree/vegetation retention plan shall be incorporated into the clearing and grading drawings for final construction documentation. • Tree unit calculation per FWRC 19.120.130(3).

Special Studies and Additional Information (four copies required)		
Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Level One Downstream storm drainage analysis as described in the KCSWDM as amended by Federal Way.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary technical information report addressing relevance of the 8 Core and 5 Special Requirements of the KCSWDM.
<input type="checkbox"/>	<input type="checkbox"/>	Trip generation analysis prepared by an engineer licensed in State of Washington.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic impact analysis prepared by an engineer licensed in State of Washington.
<input type="checkbox"/>	<input type="checkbox"/>	Parking study as required by the Traffic Division.
<input type="checkbox"/>	<input type="checkbox"/>	Noise study.
<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan.
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Report w/supplemental: <ul style="list-style-type: none"> <input type="checkbox"/> Geotechnical report. <input type="checkbox"/> Wetland delineation. <input type="checkbox"/> Stream delineation. <input type="checkbox"/> Wetland mitigation plan. <input type="checkbox"/> Wetland buffer enhancement plan. <input type="checkbox"/> Stream buffer enhancement plan.
<input type="checkbox"/>	<input type="checkbox"/>	Critical aquifer recharge area – Hazardous Materials Inventory Statement.
<input type="checkbox"/>	<input type="checkbox"/>	Crime Prevention Through Environmental Design (CPTED) Checklist.
<input type="checkbox"/>	<input type="checkbox"/>	Other information relating to design and siting of proposed development (including site cross sections).
<input type="checkbox"/>	<input type="checkbox"/>	Specific information to determine compliance with city goals, policies, and regulations.

STAFF USE ONLY

Please consider this as a **Notice of Completeness**.

As of _____, 20____, this application is determined to be complete based on the minimum submittal requirements.

Review of the project will begin upon application assignment. The City of Federal Way will take action on the application upon the determination that all applicable requirements are met. Please note that city review will be halted at any time city staff requests additional information.

Intake by: _____

THIS FORM SHALL ACCOMPANY THE LAND USE APPLICATION AND A COPY SHALL BE PROVIDED TO THE APPLICANT.