



SITE PLAN SUBMITTAL CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

Paper copies of the above application materials will not be accepted. Electronic copies of all application materials are required in order to review and determine if the application is complete. Please email a request to landusesubmittals@marysvillewa.gov and a link will be provided to upload the application materials; a file number will be provided with your upload link. Please email city staff at landusesubmittals@marysvillewa.gov when the upload is complete to ensure timely processing of your submittal, as the system does not notify staff when the application materials have been uploaded.

1. Land Use Application
2. Project narrative, including a detailed project description, proposed phasing, etc.
3. "Plat Certificate" aka Title Report, including copies of all encumbrance documents, **current within 30-days of submittal**
4. Preliminary Site Plan – to include:
 - The name or title of the site plan and project contact information;
 - The date, north arrow, and appropriate engineering scale as approved by the Planning Department (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60', etc.)
 - Property lines and dimensions;
 - Drainage channels, water courses, marshes and ponds;
 - Existing and proposed structures and setbacks;
 - The location of existing and proposed driveways;
 - Proposed parking spaces, drive aisles, and pedestrian pathways including dimensions and surfacing materials;
 - Parking calculation;
 - Impervious surface calculation;
 - Open space areas, proposed improvements, and calculation of open space requirements, if applicable;
 - All easements and uses;
 - Existing and proposed utilities services;
 - Fire hydrant location and distance; and
 - Five-foot contour lines.
5. Preliminary Construction Plans, including street profile, grading and storm drainage
6. Critical Areas Confirmation Application, if applicable.
7. Environmental Checklist
8. Preliminary storm drainage report
9. Geotechnical Report
10. Traffic Impact Analysis
11. Critical Areas Report and Mitigation Plan, if applicable

Files are required to be uploaded with the following naming structure:

- . 01-Land Use Application-Project Name
- . 02-Project Narrative-Project Name
- . 03-Title Report-Project Name
- . 04-Site Plan-Project Name
- . 05-Construction Plans-Project Name
- . 06-Critical Areas Application-Project Name
- . 07-Environmental Checklist-Project Name
- . 08-Drainge Report-Project Name
- . 09-Geotechnical Report-Project Name
- . 10-Traffic Impact Analysis-Project Name
- . 11-Critical Areas Report-Project Name

The following application fees apply, as applicable.

- . Site Plan Review:
 - Under 0.50 acres: \$500 + \$50.00 per lot or unit
 - 0.51 – 2 acres: \$750 + \$50.00 per lot or unit
 - 2.01 – 10 acres: \$2,000 + \$50.00 per lot or unit
 - 10.01 – 20 acres: \$5,000 + \$45.00 per lot or unit
 - 20.01 + acres: \$7,500 + \$40.00 per lot or unit
- . SEPA (Residential):
 - 1 to 9 lots or dwelling units: \$350
 - 10 – 20 lots or dwelling units: \$500
 - 21 – 100 lots or dwelling units: \$1,000
 - 101 + lots or dwelling units: \$1,500
- . SEPA (Commercial/Industrial):
 - 0 – 2-acres: \$350
 - 2 – 20-acres: \$750
 - 20 + acres: \$1,500
- . Critical Areas Confirmation (plus peer review costs if applicable):
 - Under 0.50 acres: \$250
 - 0.51 – 2 acres: \$500
 - 2.01 – 10 acres: \$1,500
 - 10.01 – 20 acres: \$2,500
 - 20.01 – 50 acres: \$3,500
 - 50.01 acres or greater: \$5,000