

## MINOR BSP PRD



### PRELIMINARY PLAT, BINDING SITE PLAN (BSP) AND PLANNED RESIDENTIAL DEVELOPMENT (PRD) 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](mailto: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](mailto:landusesubmittals@marysvillewa.gov) when the upload is complete to ensure timely processing of your submittal (the system does not generate a notice).

- ✓ 1. Land Use Application
- ✓ 2. Project narrative, including a detailed project description, proposed phasing and demonstration of compliance with the following:
  - PRD Decision Criteria, outlined in MMC 22G.080.050(2);
  - PRD Open Space Standards, outlined in MMC 22G.080.100; and
  - If the development is located within the East Sunnyside-Whiskey Ridge or Lakewood Neighborhood subarea plans, demonstration of compliance of the design standards is required.
- ✓ 3. "Plat Certificate" aka Title Report, including copies of all encumbrance documents, **current within 30-days of submittal**
- ✓ 4. Preliminary Plat Map – to include:
  - The name or title of the proposed subdivision;
  - Legal description
  - The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60');
  - Vicinity map
  - Boundary lines of tracts, lot lines, lot numbers, block numbers;
  - Location and name of existing and proposed streets and right-of-way;
  - Drainage channels, water courses, marshes and ponds;
  - All significant wooded areas as characterized by evergreen trees 8" in diameter or greater and/or deciduous trees 12" in diameter or greater, measured 4 ½' above grade;
  - Existing structures and setbacks;
  - The location of existing driveways;
  - All easements and uses;
  - Existing and proposed utilities services;
  - Fire hydrant location and distance;
  - Five-foot contour lines; and
  - Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat.
- ✓ 5. Preliminary Construction Plans, including street profile, grading and storm drainage
- ✓ 6. Critical Areas Review Application
- N/A 7. Environmental Checklist
- ✓ 8. Preliminary storm drainage report
- ✓ 9. Geotechnical Report
- ✓ 10. Traffic Impact Analysis

✓ 11. Critical Areas Report and Mitigation Plan

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

- Land Use Application-Project Name
- Project Narrative-Project Name
- Title Report-Project Name
- Plat Map-Project Name
- Construction Plans-Project Name
- Critical Areas Application-Project Name
- Environmental Checklist-Project Name
- Drainage Report-Project Name
- Geotechnical Report-Project Name
- Traffic Impact Analysis-Project Name
- Critical Areas Report-Project Name

The following application fees apply, as applicable.

- Preliminary Plat/BSP: \$5,000 + \$100 per lot or unit
- Planned Residential Development (PRD): \$2,500
- SEPA:
  - 10 – 20 lots or units: \$500
  - 21 – 100 lots or units: \$1,000
  - Greater than 100 lots or units: \$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