

SITE PLAN REVIEW CHECKLIST



**CITY OF BLACK
DIAMOND**
Community Development Dept.
24301 Roberts Drive / PO Box
599 Black Diamond, WA 98010
(360) 851-4567

ABOUT SITE PLAN REVIEW:

Site plan review is an evaluation of development plans to identify compliance with applicable regulations, requirements, and standards and to ensure that development will protect the health, safety, and general welfare of residents of the city.

Site plan review and approval is required prior to the location, occupancy or use of any commercial or industrial project, building or facility and for any multi-family residential use or structure containing four or more dwelling units. Site plan review shall apply to all new development, expansion or site improvements that will change the physical conditions of a site and is required prior to issuance of building permit. Site plan review is not intended to review and determine the appropriateness of a given use on a particular site.

Site plan review may be conducted independently or concurrently with any other development permit required by this title.

Public notice is required for site plan review applications. Once the application has been determined to be complete, city staff will issue a formal notice of application to property owners within 300-feet of the property, publish it in the paper, online, and post on site. A fourteen-day public comment period will follow.

REVIEW PROCESS:

A **pre-application meeting** is required prior to the formal site plan review submittal.

Approval of a site plan review is a Type 2 decision made by the Director. The complete application will be reviewed by the fire, public works, planning, and health department (if required). The Community Development Department will issue approval.

To be approved, or approved with conditions, a site plan must be consistent with the city's comprehensive plan and must comply with all applicable development regulations, codes, and other city requirements.

Site plan approvals granted pursuant to this chapter shall expire two years after the date of approval if construction of the project has not been substantially completed; provided that, an extension of the approval period may be granted pursuant to BDMC 18.14.050(B).

Code References

Zoning and Procedures
Title 18 BDMC

Site Plan Review
Chapter 18.16 BDMC

Environment
Title 19 BDMC

Resources

King County iMap
Black Diamond Zoning Map

Questions?

Planning Division
Permit Status

City of Black Diamond

24301 Roberts Drive
PO Box 599
Black Diamond, WA 98010
www.blackdiamondwa.gov



SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ Pre-Application Meeting with City Staff
3. ☐ A vicinity map, showing site boundaries and existing roads and accesses within and bounding the site.
4. ☐ Site plans, drawn to a scale no less than one-inch equals fifty feet, showing:
 - a. The location and size of uses,
 - b. Buffer and open space areas,
 - c. Landscaped areas,
 - d. Areas of disturbance outside building footprints, and
 - e. Any existing structures, easements, utilities, and significant trees.
5. ☐ A topographic map, based on a site survey delineating existing contours at no less than five-foot intervals, and which locates existing streams, wetlands, and other natural features.
6. ☐ A conceptual landscape plan, "including significant (6") trees to be removed, retained, and replaced
7. ☐ A parking and circulation plan (this can be combined with the site plan if legibility is not compromised)
8. ☐ A preliminary stormwater management plan
9. ☐ A utilities plan
10. ☐ A SEPA environmental checklist, unless the proposal is categorically exempt per Chapter 19.04
11. ☐ A narrative description of the proposal including:
 - a. List site size, building size, and impervious surface coverage,
 - b. List amount of area devoted to open space and recreation, landscaping, and parking;
 - c. List calculations of gross and net density;
 - d. Comprehensive plan and zoning designations;
 - e. Elevations and perspective drawings of proposed structures and other proposed improvements;
 - f. Any agreements, covenants or other provisions that affect the proposal; and
 - g. Signatures, mailing addresses and phone numbers of all owners of record or agents of the subject property.
12. ☐ Other reports or studies as determined applicable by the director, including but not limited to geotechnical, critical areas, and/or traffic.