



CITY OF OAK HARBOR
Development Services Department

**Site Plan and Design Review Application
Review Process II**

What is the purpose of Site Plan Review and/or Design Review?

The purpose of the site plan review and design review processes is to provide the applicant with comments on, and requirements for, the proposed project. The City of Oak Harbor is dedicated to providing the most efficient and effective methods for review of projects in the City. Site plan review and design review are designed to promote public health and safety, implement land use regulations for public benefit and protect natural resources, among other things.

When is Site Plan Review Necessary?

A site plan review is required in the following instances:

1. Original construction of new facilities or structures except single-family dwellings or duplexes.
2. Variances.

Are there different levels of Site Plan Review?

Yes, there are three different levels of site plan review, depending on the scope of a project.

The three levels of site plan review include:

1. Review process I, in which the site plan approval is done administratively and takes place concurrent with the building plan review. Generally, projects with a total building square footage less than or equal to 4,000 square feet are “exempt” from full site plan review. This level of site plan is termed “exempt” due to the fact that a full staff review and/or a public hearing are not required for approval;
2. Review process II, in which the site plan approval is done administratively and does not require a public hearing. At this level of site plan review, the application is routed to all applicable departments for review (i.e. Building, Engineering, Planning, Fire, etc.);
3. Review process IV, in which the site plan approval is quasi-judicial in nature and requires a public hearing, when one of the following conditions applies:
 - a. The proposed project is larger than any one of the following:
 - i. One hundred (100) semi-attached or attached residential units;
 - ii. One hundred fifty thousand (150,000) square feet of gross floor area for industrial uses;
 - iii. Thirty-five thousand (35,000) square feet of gross floor area for commercial offices or similar uses;
 - iv. Four (4) stories or forty-five (45) feet in height;
 - v. Ten (10) acres in size;
 - b. The applicant has requested a public hearing; or

- c. The director determines that based on departmental comments or public input there are significant unresolved concerns that are raised by the proposal.

Is a pre-application meeting required for Site Plan Review subject to Review Process II?

No, pre-application meeting is not required for this review process; however the pre-application is strongly recommended for all applicants as a low cost way of identifying key issues prior to full site plan development.

To initiate a pre-application review, an applicant must submit a completed pre-application request on a form provided by the Development Services Department for that purpose, any required fee, preliminary site plan and all other information required by the City.

Is public notice required for Site Plan Review subject to Review Process II?

Yes. Public notice for site plan review of projects that are subject to review process II consists of posting the property with twenty-four-inch by thirty-six-inch signs (provided by the Development Services Department) and mailing notice to contiguous property owners. A notice of application must be posted within fourteen calendar days after the issuance of a determination of completeness has been made for the submitted application.

Is a public hearing required for Site Plan Review subject to Review Process II?

No, unless the applicant or the Director of Development Services requests one.

Site Plan Review Criteria

When staff reviews a site plan review application, the following criteria are used to evaluate the application:

1. Consistency as determined under Oak Harbor Municipal Code (OHMC) 18.20;
2. Zoning consistent with the requirements of OHMC, Title 19.
3. Mitigation of impacts to surrounding properties and uses;
4. Mitigation of environmental impacts of the proposed site plan to the site;
5. Conservation of area-wide property values;
6. Safety and efficiency of vehicle and pedestrian circulation;
7. Provision of adequate light and air;
8. Mitigation of noise, odors and other harmful or unhealthy conditions;
9. Availability of public services and facilities to accommodate the proposed use;
10. Prevention of neighborhood deterioration and blight.
11. Phasing Plan – In lieu of requiring the completion of all public/ private improvements for the entire site plan prior to occupancy of any structure on the site, the City may approve a phasing plan. The City may require suitable guarantees as provided in OHMC 19.90. The public/ private improvements in each phase must be designed to stand on their own as required by the City. A phasing plan can only be approved if each City department responsible for the conditions of the permit agrees on the phased development plan. In most cases, those departments are Development Services, Public Works and Fire.

Site Plan Review Process

There are three steps to the site plan review process:

1. **Pre-application meeting** –The purpose of this meeting is to allow the applicant an opportunity to discuss the proposal with staff. The meeting is scheduled after the submittal of the pre-application form.

Please submit **7 copies (11X17)** and **4 copies (24X36)** and the appropriate fee along with the application;

2. **Site plan submittal** – After the pre-application meeting, the applicant must submit **7 copies (11X17), 4 copies (24X36)** and a **PDF on CD** of a site plan, which incorporates comments from the pre-application meeting. The Director of Development Services may authorize the submittal of the building plans, building permit application and a complete set of civil plans along with the site plan submittal, which would then be reviewed concurrently. At the time of submittal, staff will set a date for the review meeting with the applicant, during which a staff person from each department will be present to provide comments on, and requirements for, the proposed project. After the review meeting, any and all comments and changes will need to be incorporated into the site plan, and re-submitted for review by staff. If a review meeting is not deemed necessary, staff will notify the applicant.
3. **Final plan submittal** – The last step in the site plan review process involves submitting the final site plan for signature. This plan must incorporate the comments and requirements set forth in the preliminary site plan review approval. Approval of the site plan and civil plans is necessary before the building permit will be issued.

When is Design Review Necessary?

A design review is required in conjunction with a site plan review in the following instances:

1. Original construction of all non-residential development applications subject to site plan review;
2. Remodels with a value in excess of 60% of the building valuation and which also have a total value in excess of \$100,000.00 (major exterior remodels);
3. For exterior remodels with a value less than 60% of the building valuation of which have a total value less than \$100,000.00 (minor exterior remodels), it is only required that the proposed improvements meet the design guidelines and do not lead to further non-conformance with the design guidelines. For example, if a property owner decides to replace a window, then the window shall meet the guideline standards, but new pedestrian coverings are not required.

Note: The design guidelines do not apply to remodels that do not change the exterior appearance of the building.

Design Review Process

- If design review is necessary, the staff review occurs concurrently with site plan review;
- A design review checklist is required as part of the project submittal. The design review submittal must accompany the site plan submittal.

How long will the Site Plan Review process take?

A notice of decision on a site plan review application will be issued within 120 days after the applicant has been notified that the application is complete. In most cases, a notice of decision is issued well in advance of that timeline. However, the 120-day timeline will not include the following time periods:

- Any time period during which the applicant has been requested to correct plans, perform required studies, or provide additional required information. The applicant will be notified of the deficiencies, and must re-submit the information. If the re-submitted information is deemed incomplete by the Director, the 120-day timeline will not resume until the information is re-submitted as first requested and is deemed complete;
- Any period during which an environmental impact statement is being prepared following a determination of significance (DS);
- Any period for administrative appeals of project permits, if an open record appeal hearing or a closed record appeal, or both, are allowed. The time period for considering and deciding will not exceed 90 days for an open record appeal hearing and 60 days for a closed record appeal. The parties to an appeal may agree to extend these time periods;
- Any period during which an applicant has requested an interpretation through the period of time in which the time for appeal of interpretation is expired or appeal is ruled upon; and
- Any extension of time mutually agreed upon by the applicant and the Director.

Fees

- Pre-application fee: **\$392.00** (subtracted from fee taken at the time of the site plan submittal).
- Fee at time of site plan submittal: 1% of proposed development valuation (total fee not to exceed \$5,000.00).
- There is no fee for design review, as it is included in the site plan review fee if it is required.

If you have any questions regarding the site plan review and/or design review processes, please contact the Permit Coordinator at (360) 279-4510.



Site Plan Review Review Process II

Submittal Requirement Lists & Applications for Pre-Application and Site Plan Review

How do I start the application process?

The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a “Counter Complete” review of the submittal package. This initial Counter Complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is “**Technically Complete**”. A Technically Complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

Submittal Requirement List

The following checklists identify required information for pre-application and site plan review submittals. **All** items with a number followed by an underlined space (i.e., 1.____) must be submitted before the application will be considered “Counter Compete”. **All** items with a check box (i.e.) must be complete for the application to be determined “Technically Complete”.

Pre-Application Submittal Requirements

- 1.____ **COVERSHEET** –A coversheet listing the contents of the pre-application package, as well as a short narrative describing the proposed project in detail;
- 2.____ **APPLICATION FORM** - The pre-application form must be complete and the applicant must sign at least one original copy in ink;
- 3.____ **APPLICATION FEE** – The fee for pre-application of site plan review must accompany the pre-application submittal packet;
- 4.____ **CIRITICAL AREAS IDENTIFICATION FORM**

5. PRE-APPLICATION SITE PLAN –

- **Project name;**
- **Address of property** – street address of property;
- **Page border;**
- **Title block** – include the drawing title, scale, revision number, if applicable, north arrow and date;
- **Vicinity map** – include streets and surrounding landmarks within 500 feet of the property or enough information to easily locate the site on a large City map;
- **Legal description** – as provided by the Island County Assessor’s office;
- **Parcel number** – as provided by the Island County Assessor’s office;
- **Existing zoning** – current zoning;
- **Square footage of each floor structure** – include all usable space on all levels;
- **Tabulation of off-street parking, including number of stalls required and provided;**
- **Type of construction proposed** – wood, concrete, block, composite, etc.;
- **Number of units (if applicable)** – if project will be developed in phases, indicate the number of units for each phase. Provide project density calculations;
- **Location of property lines**– indicate exterior property lines with a bold solid line and interior property lines with long dashed lines;
- **Building setbacks proposed with dimensions** – indicate building setbacks with short dashed lines. Setbacks must be clearly dimensioned;
- **Proposed building location(s) and dimensions** – the building should be outlined as it will appear on the property and be shaded for easy location, and should include the square footage of the building(s);
- **Conceptual architectural elevations of the front of the building as it will face the right-of-way;**
- **Location, size, bulk, height, and number of stories of any existing structures;**
- **Location and size of driveways (existing and proposed), traffic flow, and parking lot circulation and maneuvering;**
- **Tabulation of total lot size;**
- **Conceptual plan stormwater facilities and flow;**
- **Existing and proposed utilities.**

6. SUBMITTAL REQUIREMENTS –7 copies (11X17) and 4 copies (24X36) of the coversheet, the pre-application form and complete and accurate site plans must be submitted along with the appropriate fee.

Site Plan Submittal Requirements

- 1. COVER SHEET** – A coversheet listing the contents of the application package should follow the above information;
- 2. APPLICATION FORM** – The application form shall be completed and the applicant shall sign at least one original copy in ink;
- 3. APPLICATION FEE** – The fee for site plan review shall accompany the application;
- 4. NARRATIVE** – A written narrative shall be submitted that describes the existing conditions and proposed project in detail. The narrative must include all information about the proposed and existing use, size, landscaping, screening, lighting, noise, structure(s), structural changes, hours of operation, and capacity (storage, students, etc.) of the project. In addition, please describe how the project meets and/or exceeds the site plan review criteria (see site plan review information attached);
- 5. SITE PLAN - 7 copies (11X17), 4 copies (24X36) and PDF file on CD.**
 - A. GENERAL INFORMATION**
 - **Project name;**
 - **Address of property** – street address of property;
 - **Page border;**
 - **Title block** – include the drawing title, scale, revision number, if applicable, north arrow and date;
 - **Vicinity map** – include streets and surrounding landmarks within 500 feet of the property or enough information to easily locate the site on a large City map;
 - **Legal description** – as provided by the Island County Assessor's office;
 - **Parcel number** – as provided by the Island County Assessor's office;
 - **Parcel map** – showing all adjacent parcels;
 - **Existing zoning** – current zoning;
 - **Square footage of each structure** – include all usable space on all levels;
 - **Parking** – required and provided. Provide parking calculations;
 - **Type of construction proposed** – indicate color and texture of exterior surfaces (wood, concrete, block, composite, etc.);
 - **Number of units (if applicable)** – if project will be developed in phases, indicate the number of units for each phase;
 - **Project Density** – number of units per gross acre;
 - B. SITE INFORMATION**
 - **Location of property lines**– indicate exterior property lines with a bold solid line and interior property lines with long dashed lines;
 - **Topographic contour lines** - show both existing and proposed, at no more than five-foot intervals, extending a minimum of ten feet beyond the property line. The interval should be such that the existing and proposed slopes of the property can be determined on the drawing. Proposed contours shall show ties to existing contours. Show spot elevations as needed;

- **Easements** – show all existing, proposed, public and private easements;
- **Building setbacks** – indicate front, rear and side building setbacks. Setbacks shall be clearly dimensioned;
- **Distance to adjacent structures on site, if applicable;**
- **Proposed building(s)** - include dimensions;
- **Size and location of solid waste containers** - show details of any site screening fences or structures and screening of dumpsters, etc.;
- **Location of existing and proposed signs** - include elevation, size, material, color, design and method of illumination;
- **Location and dimensions of off-street parking** - include handicap parking, how parking is designated per unit if applicable, lot striping, wheel stops and curbing. Include turning radii in the circulation pattern;
- **Location and size/width of driveways** – show existing and proposed, traffic flow, and parking lot circulation and maneuvering;
- **Location and dimensions of existing and proposed right-of-way, streets, curbs, gutters, and street centerlines including pavement edges;**
- **Dimensions and location of sidewalks and wheelchair ramps;**
- **Limits of paved areas;**

□ **C. BUILDING INFORMATION**

- **Architectural elevations of existing and proposed buildings** – include height and number of stories, along with any mechanical roof mounted equipment;
- **Building layout** – include planned use for each area, finished floor elevations, floor plans drawn to 1/4" scale, exiting accommodations and accessibility accommodations;

□ **D. INFRASTRUCTURE IMPROVEMENTS**

- **Location of existing and proposed storm sewers, catch basins, manholes, parking lot storm drains, detention structures, etc.;**
- **Location and size of existing and proposed water mains, valves, service lines, size of water meters, sprinkler systems, fire hydrants, and backflow devices;**
- **Location and size of existing and proposed sanitary sewer collectors, manholes, pumping stations, force main and side services, including cleanouts;**
- **Location of other utilities** – e.g. gas, power, telephone, streetlights, etc.;

□ **E. LANDSCAPING**

- **Project name;**
- **Address of property – street address of property;**
- **Page border;**
- **Title block** – include the drawing title, scale, revision number, if applicable, north arrow and date;
- **For lots larger than 1.5 acres in size**, the landscape plan shall be prepared by and bear the seal of a landscape architect, architect or other professional with similar qualifications;
- **Dimensions and distance**

- **Existing and proposed parking spaces**, or other vehicle areas, access aisles, driveways and similar features;
- **Percentage of parking lot to be landscaped;**
- **Landscape plan drawn to scale showing:**
 - location of existing trees on site;
 - location and design of landscape areas;
 - landscape features including the height, quantity, type, botanical name and common names;
 - places of planting and all areas of vegetation shall be shown in context with the location and outline of any existing or proposed and other improvements on the site including fences, walls or berms;
- **Planting details** – include soil and staking requirements;
- **Maintenance requirements;**
- **Irrigation plan** – show number, location and type of heads, zones, and drip systems, if applicable, as well as water meter locations and sizes.

6.__CRITICAL AREAS IDENTIFICATION FORM – Critical areas reports identified during pre-application review.

7.__ASSOCIATED APPLICATIONS – Applications associated with the project, to the extent applicable (e.g. Shoreline, variances, conditional use, etc.) must be submitted with this application package;

8.__ENVIRONMENTAL REVIEW (SEPA) – 9 copies - Many applications are subject to review under the State Environmental Policy Act. If your proposal exceeds the following thresholds you will need to submit an environmental check list.

-Four dwelling units.

-For office, schools, commercial, recreational, service or storage buildings up to 4,000 square feet and more than 20 parking spaces.

-For landfills and excavations up to 100 cubic yards throughout the total lifetime of the fill or excavation; and any fill or excavation classified as a Class I, II or III forest practice.

9.__PRELIMINARY STORMWATER DESIGN REPORT –

If the project involves the addition or re-development of 2,000 square feet or more of impervious surfacing, stormwater review will be required for the project;

10.__TRAFFIC IMPACT STUDY –

A traffic impact study indicating the number of additional average daily trips the proposal could be expected to generate (if applicable);

11. __MAILING LIST –

A complete and accurate mailing list of all property owners adjacent to the project site, along with a map showing the locations of the adjacent property owners, must be submitted as part of the application package;

12. __SUBMITTAL REQUIREMENTS – 7 copies (11X17), 4 copies (24X36) and PDF file on CD of complete and accurate site plans, along with **9 copies** of the application form, the project narrative and **9 copies** of any other associated application forms*.

13. __*Please refer to the pre-application meeting comments regarding any specific associated applications that may be needed along with site plan review.

3 copies of each report and/or study required must be submitted**. Applicable reports/studies include (but are not limited to): stormwater design reports, wetland reports, shoreline studies, traffic impact studies, etc.

****Please refer to the pre-application meeting comments regarding any specific reports/studies that must be submitted along with the site plan review application packet.**

NOTE: If a Public Hearing is required for this project, staff will request additional copies to present at meeting(s).