

**TOWN OF SOUTH PRAIRIE
APPLICATION FOR SITE PLAN REVIEW**

FOR TOWN USE ONLY
Date received: _____
Fee paid: _____
Receipt #: _____
Received by: _____

APPLICANT INFORMATION

Applicant's Name _____

Address _____

Telephone/FAX _____

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application? _____

Applicant's Signature _____ Date _____

Owner's Name _____

Address _____

Telephone/FAX _____

I (we) grant the above applicant permission to use my (our) property in the manner described in this application.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Representative's Name _____

Address _____

Telephone/FAX _____

We the above signatories attest under penalty of perjury that the information in this application is true and accurate. We also understand that it is our responsibility to understand and comply with all applicable federal, state, and local regulations.

CONTACT PERSON/ENTITY

Please designate a single person/entity to receive determinations and notices from the Town

Name _____

Address _____

Telephone/FAX _____

GENERAL INFORMATION

Project Address/Location _____

Assessor Parcel Number(s) _____

Current Zoning _____

Current Land Use _____

Proposed land use, including traffic volumes, hours of operation, and other relevant data (attach sheet if necessary)

TOWN OF SOUTH PRAIRIE INFORMATION ABOUT SITE PLAN REVIEW

BACKGROUND

The site plan review process is outlined in South Prairie's Unified Development Ordinance, Chapter 15.08.060.

A site plan is a drawing of a proposed project drawn to scale. Site plan review and approval are required before a building permit can be issued to you if the building permit that you are requesting will authorize:

- construction of a new building or other structure in any commercial or industrial zone.
- expansion of any building or other structure in any commercial or industrial zone by more than twenty percent (20%) of its existing floor area, or overall size in cases where floor area is not applicable.

SUBMITTAL CHECKLIST

- Site Plan Review Application Form
- Five (5) copies of the site plan, with information as specified in the application form
- SEPA Environmental Checklist, if project is not exempt from SEPA
- Application fee (see current Fee Schedule)

APPLICATION PROCESS

You may request a pre-application conference with the Town Planner after having filed a site plan to discuss requirements and the review process. If consolidated permit processing is requested, a pre-application conference is required. After your site plan application has been deemed complete, the Town Planner will process your application in accordance with the Town of South Prairie Unified Development Ordinance.

You may be required to dedicate land to the Town and/or provide public improvements to serve the site as a condition of site plan approval. Approval or approval with conditions of your site plan will be effective for a period not to exceed two (2) years from the date of the approval by the Town Planner.

Any request to change the conditions of site plan approval will be referred to the Town Planner. The procedure for the amendment will be the same as for an original application.

IMPROVEMENTS

You must construct all required improvements of the site plan and repair existing streets and other public facilities damaged in the development of the site before a building permit will be issued.

APPEALS

You may appeal decisions of the Town Planner to the South Prairie Town Council.

