



I. APPLICATION DOCUMENTS AND/OR INFORMATION

This checklist has been designed to provide a brief overview of the City's submittal requirements for all written documentation. Please note that applications missing one or more of the items listed are considered incomplete and may delay the permit review process. Please initial each box under the Applicant heading on the checklist to confirm that items are included in your submittal. Staff will check off each box when the item is confirmed to be included in the submittal package.

This checklist is not intended to replace a Pre-Application Review meeting and letter when required. While this checklist is intended to assist with your submittal, it remains your responsibility to comply with all applicable codes including, but not limited to, North Bend Municipal Code, Revised Code Washington (RCW), Washington Administrative Code (WAC), King County Surface Water Design Manual (KCWSDM), as well as all utility providers.

APPLICATION DOCUMENTS

Staff INITIAL	Applicant INITIAL	Quantity	Documents Required	See NBMC Code Section:
			Land Use Application (complete with signature)	20.02.002, 18.14.040(B)
			Pre-Application Review Letter	20.02.001
			Proof of sewer and water availability (sewer availability evaluated through Concurrency Application)	17.08.150(B)(13),
			Concurrency Application with applicable documents	20.12.020, 030
			SEPA Checklist If required.	14.04.060, 18.14.040(A)
			A Title Report issued within 30 days of application (showing all persons having ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site)	17.08.150(A)
			A Project Narrative describing how the project meets the subject application approval criteria in the NBMC.	
			Trip Generation & Distribution Analysis If required.	18.14.040(G), PW Standards Section 3.09
			Traffic Impact Analysis If over 10 peak hour trips.	18.14.040(G), PW Standards Section 3.09
			Preliminary Technical Information Report (TIR) Include Level 1 Downstream Analysis.	Current KCWSDM
			Preliminary Drainage Plan	17.08.150(B)(14), 18.14.040(H), Current KCWSDM,
			Utility Plan showing water and sewer	17.08.150(B)(4), 18.14.040(I),
			Critical Areas Study (or memo) If required.	14.05.080, 14.05.240 17.08.150(B)(7)
			Preliminary Geotechnical Report	18.14.040(H),
			Significant Tree Survey and Retention	17.08.150(E),
			Floodplain Permit and Habitat Assessment (If in floodplain)	14.12.030, 14.12.210 17.08.150(B)(7)
			Existing conditions map:	Current KCWSDM
			<ul style="list-style-type: none">• Location of all physical and legal description encroachments	17.08.150(B)(1),
			<ul style="list-style-type: none">• A vicinity map	17.08.150(B)(12), 18.14.040(D),
			<ul style="list-style-type: none">• Contours based upon topographic field survey (2' intervals <15% slope or 5' intervals >15% slope) [a field topo map shall accompany the application]	17.08.150(B)(2), 18.14.040(E),
			<ul style="list-style-type: none">• Two temporary benchmarks must be shown within site	17.08.150(B)(2)

**Preliminary Plat / Short Plat / Binding Site Plan / Site Plan
Submittal Requirements**

		<ul style="list-style-type: none"> • Appropriate elevation and datum • All easements, listed in report, capable of being plotted 	17.08.150(B), 17.08.150(B)(6)
		<ul style="list-style-type: none"> • Sensitive areas (including, but not limited to, streams, wetlands and steep slopes) field verified survey • Show approximate 100 year floodplain, floodway or river channel 	14.05.240, 17.08.150(B)(7), 18.14.040(E)
		Preliminary Map:	
		<ul style="list-style-type: none"> • Name of proposal • legal description of application site as shown in title report • North arrow, scale & date of map, and revisions when applicable 	17.08.160(B)(7), 18.14.040(B) 17.08.150(B)(3) 17.08.150(B)(9)
		<ul style="list-style-type: none"> • Proposed layout of lots, tracts, ROW and easements, along with existing utilities and areas of proposed dedications • Purpose of any tracts and dedications proposed within the application site • Location of adjoining parcels and buildings w/in 100' of the site (shown by dashed lines). Zoning of the parcels shall also be identified 	17.08.150(B)(4), 18.14.040 17.08.150(B)(5), 18.14.040 17.08.150(B)(10)
		<ul style="list-style-type: none"> • Name & location of all existing adjoining ROW along with name and location of any adjoining or internal ROW proposed to be vacated w/ proposal • Landscape Plan 	17.08.150(B)(11) 17.08.150(D), 18.14.040(J), 18.18.060
		<ul style="list-style-type: none"> • Tree Survey and Retention Plan 	17.08.150(E), 19.10.060, 19.10.093
		Design Plans (Site Plan Review involving a new building):	
		<ul style="list-style-type: none"> • Site and building design elements including architectural drawings, renderings and material and color samples. 	18.34.040
		Electronic Files for all required items, labeled the same as the checklist (do not accept CDs)	