

Preliminary Development Plan requirements for Comprehensive Plan Docketed Items

The preliminary development plan is the major document by which the requested Comprehensive Plan Docketed application will be evaluated by the county. In order to properly evaluate the proposal, this document must be as detailed and complete as possible. An application for a preliminary development plan shall not be determined to be complete until all of the following have been submitted for the entire development and, where applicable, for each phase of the development.

Submitted Comprehensive Plan Amendment application must include, but may not be limited to, the following:

Narrative on the innovative technique being implemented (i.e. cluster, density shifting, PUD) and how it is being implemented.

Check all that apply:

- Cluster
- Density Shifting
- Planned Unit Development
- Transfer of Development Rights
- Rural Recreational Areas Overlay
- Plat
- Other: _____

- SEPA Checklist
- Comprehensive Plan Docket Application form
- List of the names and addresses of all owners or record of real property within five hundred (500) feet of the property boundary lines of the proposed project.
- Critical Areas Review
- A list of names of all general and limited partners and/or officers and directors of the corporation involved as either applicants or owners of the project.

Required elements of a plan:

1. Legal description of site;
2. A vicinity map showing the location of the site and its relationship to surrounding areas;
3. A map of the site drawn to scale, at no smaller than two hundred feet to the inch, showing the following:
 - a. Name of proposed Project;
 - b. Scale, north arrow;
 - c. Parcel size;

- d. Arrangement of land uses by type (residential, commercial, open spaces, etc.). A narrative on the approximate percentage of land in each category. The map should show proposed traffic circulation;
- e. Names and dimensions of dedicated roads bounding or near the site;
- f. Legal description of the subject property including section, township, range, parcel numbers and number of acres;
- g. Approximate location of all existing improvements (i.e. roads, structures facilities, etc.) on the land and their precise location with identification as to the final disposition of such improvements in relation to the proposal;
- h. Approximate location of all existing natural features on the property including, but not limited to, streams, watercourses, irrigation ditches, lakes, significant wildlife areas and vegetative cover, any known critical areas, with identification as to whether and how such natural features will be retained by the development;
- i. Location of applicable open space and approximate size;
- j. Location of current utilities and infrastructure.

Development Plan shall address the following:

- 1. A statement of appropriate county comprehensive plan policies that will be achieved by the proposal;
- 2. Identification of county code provisions applicable;
- 3. A narrative relating the development plan to adjacent development and natural resource areas;
- 4. A narrative of the developer's intent with regard to providing and retention of open spaces;
- 5. A narrative outlining future land ownership patterns within the development including homeowners associations if planned. Narrative should also address proposed ownership of public and/or private open space and intentions with regard to future ownership of all or portions of the project site;
- 6. A narrative outlining the proposed utilities;
- 7. An explanation and specification of any nonresidential uses proposed within the project;
- 8. A narrative of planned residential (housing) densities expressed in terms of living units per building and per net acre (total acreage minus dedicated rights-of-way);
- 9. Documentation from the Community Development Services department that environmental review (SEPA) has been completed or will be completed.