



Preliminary Land Use Application

City of Battle Ground
 Community Development Planning Division
 109 SW 1st Street, Suite 127
 Battle Ground, WA 98604
 Phone: (360) 342-5047 | Fax: (360) 342-5049
www.cityofbg.org

Department Use Only	
Date Received:	Receipt #:
Project File #:	Fee:

APPLICATION TYPE			
<i>When multiple land use actions of different types are required for a development, all shall be processed concurrently at the highest review type.</i>			
Type I	Type II		Type III
Administrative Variance	Binding Site Plan		Appeal
Boundary Line Adjustment	Critical Areas Review – Area Types:		Conditional Use
Code/Planning Interpretation	Fish & Wildlife	Frequently Flooded	Comp. Plan/Code Amend.
Legal Lot Determination	Geological Hazard	Wetlands	Plat Alteration
Post Decision Review	Post Decision Review		Post Decision Review
Road Modification Qty:	SEPA		Shoreline Substantial Review (with project)
Shoreline Exemption Statement	Short Plat (9 or fewer lots)		Subdivision (10 or more lots)
Site Plan	Site Plan		Variance
Temporary Use	Shoreline Substantial Review		Zone Change
Other	Other		Other
PROJECT INFORMATION			
Project/Plat name:		Zoning District:	
Number of Lots (if applicable):		Number of Units (if applicable):	
Ground Floor SQFT (if applicable):		Other Floor SQFT (if applicable):	
PROJECT SITE LOCATION			
Project address or Tax ID:			
PROPERTY OWNER	APPLICANT/CONTACT		
Name:	Company Name:	Contact Name:	
Address:	Address:		
City, State, Zip:	City, State, Zip:		
Phone:	Phone:		
Email:	Email:		
REQUIRED SIGNATURES			
<i>I certify, under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct. (RCW 9A.72.085). I/we agree that City of Battle Ground staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.</i>			
Owner's Signature:		Date:	
Applicant's Signature:		Date:	

Preliminary Land Use Application Checklist

The following information (when applicable) is required to be submitted on folded and collated plans drawn to scale, 22"x34" or 24"x36" and clearly legible.

Type I Land Use Applications require the following:	
	Fees associated with the application
	One (1) electronic file with all application items
Provide three (3) folded and collated copies of the following items:	
	Completed and signed application If someone other than the owner is signing the application, an authority to act letter from the legal owner is required.
	Narrative <u>addressing approval criteria and technical standards for appropriate land use type(s)</u> . Indicate description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries and construction schedule including project phasing. Include quantity of cubic yards estimated to be graded (cut and fill).
	Existing Condition Plan pursuant to 17.143.050.B
	Site Plan Drawing pursuant to 17.143.050.C including the following:
	<ol style="list-style-type: none"> 1. The proposed site and its dimensions and area, orientation relative to north. 2. Abutting properties or, if abutting properties extend more than one hundred feet from the site, the portion of abutting properties within one hundred feet of the site, and the approximate location of structures and uses on abutting property or portion of the abutting property. 3. The location and dimensions of proposed development, including the following: <ol style="list-style-type: none"> a. Streets and other rights-of-way and public or private access easements on and adjoining the site; b. Vehicle, pedestrian and circulation areas, including handicapped parking stalls and disembarking areas, accessible route of travel, proposed ramp and signage as required by Chapter 51-40 WAC; c. Loading areas; d. Above-ground utilities; e. Existing structures to be retained on the site and their distance from property lines; f. Proposed structures on the site, including signs, fences, etc., and their distance from property lines; g. The location and type of proposed outdoor lighting and existing lighting to be retained; and h. The size and location of solid waste and recyclables storage areas. 4. Summary table which includes parcel zone, total site area, gross floor area by use (i.e., manufacturing, office, retail, storage), itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, including residential density calculations.
	Boundary Line Adjustment Plat Drawing pursuant to 16.112 (if applicable)
	Landscape Plan pursuant to 17.143.050.D
	Architectural Elevation Drawing pursuant to 17.143.050.E (if applicable)
	Lighting Plan pursuant to 17.143.050.F
	Utility Plan indicating the proposed location size, connection points to existing public systems and terminus points for sanitary sewer, water and stormwater drainage and control. Stormwater information shall be provided in conformance with Sections 18.250.110C and 18.25.0600 and shall indicate compliance with all applicable standards of Chapter 18.250 . Public and private easements for sanitary sewer, water and stormwater shall also be indicated.
	Reduced copies of all full-size plans
Provide one (1) copy of the following:	
	Deed History for each parcel through 1969
	Traffic Study (if applicable)
	Hydrology Report including Geotechnical Report (if applicable)
	Road Modification Request pursuant to 12.116.290 (if applicable)

Preliminary Land Use Application Checklist

The following information (when applicable) is required to be submitted on folded and collated plans drawn to scale, 22"x34" or 24"x36" and clearly legible.

Type II and Type III Applications require the following:	
	Fees associated with the application
	One (1) electronic file with all application items
Provide three (3) folded and collated copies of the following items:	
	Completed and signed application <i>If someone other than the owner is signing the application, an authority to act letter from the legal owner is required</i>
	Narrative addressing approval criteria and technical standards for appropriate land use type(s). Indicate description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries and construction schedule including project phasing, if know. Include quantity of cubic yards estimated to be graded (cut and fill).
	SEPA Checklist <i>(if applicable)</i>
	Existing Condition Plan pursuant to 17.143.050.B
	Site Plan Drawing pursuant to 17.143.050.C including the following:
	<ol style="list-style-type: none"> 1. The proposed site and its dimensions and area, orientation relative to north. 2. Abutting properties or, if abutting properties extend more than one hundred feet from the site, the portion of abutting properties within one hundred feet of the site, and the approximate location of structures and uses on abutting property or portion of the abutting property. 3. The location and dimensions of proposed development, including the following: <ol style="list-style-type: none"> a. Streets and other rights-of-way and public or private access easements on and adjoining the site; b. Vehicle, pedestrian and circulation areas, including handicapped parking stalls and disembarking areas, accessible route of travel, proposed ramp and signage as required by Chapter 51-40 WAC; c. Loading areas; d. Above-ground utilities; e. Existing structures to be retained on the site and their distance from property lines; f. Proposed structures on the site, including signs, fences, etc., and their distance from property lines; g. The location and type of proposed outdoor lighting and existing lighting to be retained; and h. The size and location of solid waste and recyclables storage areas. 4. Summary table which includes parcel zone, total site area, gross floor area by use (i.e., manufacturing, office, retail, storage), itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, including residential density calculations.
	Subdivision Plat Drawing pursuant to 16.115.050
	Landscape Plan pursuant to 17.143.050.D
	Architectural Elevation Drawing pursuant to 17.143.050.E <i>(if applicable)</i>
	Lighting Plan pursuant to 17.143.050.F
	Utility Plan indicating the proposed location size, connection points to existing public systems and terminus points for sanitary sewer, water and stormwater drainage and control. Stormwater information shall be provided in conformance with Sections 18.250.110C and 18.25.0600 and shall indicate compliance with all applicable standards of Chapter 18.250 . Public and private easements for sanitary sewer, water and stormwater shall also be indicated.
	Reduced copies of all full-size plans
Type II applications provide one (1) copy/Type III applications provide two (2) copies of the following:	
	Deed History for each parcel through 1969
	Traffic Study <i>(if applicable)</i>
	Hydrology Report including Geotechnical Report <i>(if applicable)</i>
	Road Modification Request pursuant to 12.116.290 <i>(if applicable)</i>
	Mailing Label Sets: A current list of names and addresses of all property owners within a 500' radius of the site certified as accurate and complete by the Clark County Assessor or title company.