

Concurrent Land Use & Engineering Review Application

City of Battle Ground
 Community Development
 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 #:
Land Use Project File#:	Fee:

APPLICATION TYPE			
When multiple land use applications of different types are require for a development, all shall be processed concurrently at the highest review type.			
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	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
PROJECT INFORMATION			
Project name:		Project address or Tax ID:	
Zoning District:		Subdivision:	
Lot acreage/SF:		Lot #'s:	
APPLICANT			
Name:			
Address:			
City, State, Zip:			
Phone:	Email:		
ENGINEERING FIRM/ARCHITECT OR LAND CONSULTING FIRM			
Company Name:		Company Name:	
Contact Name:		Contact Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:	Email:	Phone:	Email:
PROPERTY OWNER			
Owner Name:			
Address:			
City, State, Zip:			
Phone:	Email:		
REQUIRED SIGNATURES			
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.			
Owner's Signature:			Date:
Applicant's Signature:			Date:

Concurrent Land Use & Engineering 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.

Applications require the following:	
	Fees associated with the application
	One (1) electronic file with all application items
Provide four (4) 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. Include quantity of cubic yards estimated to be graded (cut and fill).
	SEPA Checklist (if applicable)
	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 16.115.040.C
	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
	Reduced copies of all full-size plans
Engineering Drawing Requirements	
	Engineering drawings shall pertain to transportation, sewer, water, grading, erosion control, stormwater, driveways, street lighting, and landscaping.
	Appropriate signature blocks (engineering and final site plan)
	Stamped by registered engineer in the state of Washington
	Other supporting documentations, if applicable. For example, sewer line analysis, pump station analysis, water line analysis, etc.

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Application requirements continued...	
Type II applications provide two (2) copies/Type III applications provide three (3) copies of the following:	
	Deed History for each parcel through 1969
	Traffic Study (if applicable)
	Hydrology Report including Geotechnical Report (if applicable)
	Road Modification pursuant to 12.116.290 (if applicable)
Provide two (2) sets of the following:	
	Mailing Labels: 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.