



COMMERCIAL DEVELOPMENT PERMIT MINIMUM SITE PLAN REQUIREMENTS FOR SITE PLAN OF RECORD

SITE PLAN IS REQUIRED FOR ALL COMMERCIAL DEVELOPMENT

Commercial development includes commercial, industrial and multi-family residential development. The site plan is reviewed by three (3) divisions in the City of Spokane Valley Community Development Department (Planning, Building, and Development Engineering) as well as the Spokane Valley Fire Department, Spokane County Assessor, Spokane County utilities and the appropriate water district. For help with this checklist, please call the Planning Counter in the Permit Center at 720-5240.

The following list is the **MINIMUM** information needed by reviewing departments and agencies to determine compliance with applicable codes and regulations. The information should be provided on a single sheet (24"x36" preferred; 11"x17" allowed but is subject to approval) as a comprehensive stand-alone document presenting site-plan only related details with the existing items clearly distinguished from the proposed items.

GENERAL INFORMATION

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|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Property Information: legal description; parcel square footage; property lines, dimensions, and corners; zoning |
| <input type="checkbox"/> Scale (Engineering: 1"=10', 1"=20', etc.) | <input type="checkbox"/> Adjacent street names |
| <input type="checkbox"/> Title Block (project name, site address, parcel number) | <input type="checkbox"/> Plan creation date or plan revision date as applicable |

EXISTING PROPERTY INFORMATION

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Easements (utility, border, access, etc.) | <input type="checkbox"/> Existing stormwater facilities (swales, drywells, etc.) |
| <input type="checkbox"/> Existing building footprint with dimensions and square footage, including basements and mezzanines | <input type="checkbox"/> Existing paving (parking, driveway and travel areas) and turning radiuses |
| <input type="checkbox"/> Existing building uses including square footage of each use | <input type="checkbox"/> Existing fire hydrant locations, fire department access and turnarounds |
| <input type="checkbox"/> Distances between buildings/structures | <input type="checkbox"/> Setbacks of existing structures from property lines |
| <input type="checkbox"/> Existing environmentally sensitive areas on or within 200 feet of the site (streams, ponds, wetlands, natural drainage courses, floodplains, wellheads and other surface water, areas of 30% or steeper slope, etc.) | <input type="checkbox"/> Existing traffic control devices (including painted parking stalls with handicap stalls labeled, directional arrows, wheel stops, curbing, etc.) |
| <input type="checkbox"/> Existing fencing (type, height and location) | |

PROPOSED PROJECT INFORMATION

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Proposed building footprint with dimensions and square footage, including basements and mezzanines | <input type="checkbox"/> Proposed fire hydrant locations, fire department access and turnarounds |
| <input type="checkbox"/> Heights/number of stories | <input type="checkbox"/> Setbacks of proposed structures from property lines |
| <input type="checkbox"/> IBC Construction and Occupancy Type | <input type="checkbox"/> Proposed slopes 30% or steeper |
| <input type="checkbox"/> Proposed building uses including square footage of each use | <input type="checkbox"/> Proposed traffic control devices (directional arrows, wheel stops, curbing, etc.) |
| <input type="checkbox"/> Distances between buildings/structures | <input type="checkbox"/> Proposed stormwater facilities (swales, drywells, etc) |
| <input type="checkbox"/> Proposed fencing (type, height and location) | <input type="checkbox"/> Location and design of refuse storage areas |
| <input type="checkbox"/> Proposed paving limits and travelways (including driveway widths, turning radiuses) | <input type="checkbox"/> Square footage of all proposed impervious surfaces excluding building footprints |
| <input type="checkbox"/> Table of square footage of all impervious surfaces after project to include: total rooftop, total pavement, total gravel, total for project | <input type="checkbox"/> Proposed parking layout (including number, location dimensions of parking spaces & driveway; accessible route of travel from public way to accessible building entrances) |