



# TOWN OF WILKESON

## INFORMATION ABOUT SITE PLAN REVIEW

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### BACKGROUND

The site plan review process is outlined in Wilkeson's Unified Development Ordinance Chapter 15.50

A site plan is a drawing of a proposed project drawn to scale. Site plan review and approval are required before a building permit can be issued to you if the building permit you are requesting will authorize:

- construction of a new building or other structure in any commercial or industrial zone.
- expansion of any building or other structure in any commercial or industrial zone by more than twenty percent (20%) of its existing floor area, or overall size in cases where floor area is not applicable.

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### SUBMITTAL CHECKLIST

- Site Plan Review Application Form
- Five (5) copies of the site plan, with information as specified in the application form
- SEPA Environmental Checklist, if project is not exempt from SEPA
- Application fee (see current Fee Schedule)

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### APPLICATION PROCESS

You may request a pre-application conference with the Town Planner before filing a site plan to discuss requirements and the review process. If consolidation permit processing is requested, a pre application conference is required. After your site plan application has been deemed complete, the Town Planner will make a recommendation to the Planning Commission. The Planning Commission will then review the application and make a recommendation to the Town Council. The Town Council will then approve, approve with conditions, or deny the site plan.

Any request to change the conditions of the site plan approval will be referred to the Town Planner. The procedure for the amendment will be the same as for an original application.

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### IMPROVEMENTS

You must construct all required improvements of the site plan and repair existing streets and other public facilities damaged in the development of the site before a building permit will be issued.

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### APPEALS

You may appeal decisions of the Town Council to the Pierce County Superior Court.

**TOWN OF WILKESON  
TOWN COUNCIL FINDINGS OF FACT  
SITE PLAN REVIEW**

Applicant(s) name: \_\_\_\_\_

Description of project: \_\_\_\_\_

Current zoning designation: \_\_\_\_\_

Recommendation of Town Planner: \_\_\_\_\_

Recommendation of Planning Commission: \_\_\_\_\_

Appropriate provisions are made for the public health, safety, and general welfare

YES  NO

The public use and interest will be served by the development of the proposed site plan:

YES  NO

Additional findings and conclusions to support the decision:

\_\_\_\_\_

**DECISION:**

APPROVE

DENY

APPROVE, WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_

- The following site improvements are required before a building permit will be issued:

\_\_\_\_\_

- The following dedication of land and/or provisions of public improvements to serve the site is required before a building permit will be issued (dedications must be clearly shown on the final plan.):

\_\_\_\_\_

- Other conditions:

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Mayor)



## TOWN OF WILKESON

### INFORMATION ABOUT SITE PLAN REVIEW

FOR TOWN USE ONLY	
Date received:	
Fee Paid:	
Receipt#:	
Received by:	

#### APPLICANT INFORMATION

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application?

\_\_\_\_\_  
 Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Owner's name** \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*I (We) grant the above applicant permission to use my (our) property in the manner described in this application*

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Representative's Name** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*We, the above signatories attest under penalty of perjury that the information in this application is true and accurate. We also understand that it is our responsibility to understand and comply with all applicable federal, state and local regulations.*



# TOWN OF WILKESON SITE PLAN REVIEW

