

City of Winlock



Community Development Department Master Site Plan Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

APPOINTMENT INFORMATION: **Date:** _____ **Time:** _____

Appointment Checklist

You must bring the following:

- Completed Master Site Plan Application
- Site Plan Map
- Associated Fees (*see fee schedule*)

MUST BE FILLED OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL BE NOT BE ACCEPTED

PROPERTY INFORMATION

Full Project Description: _____

Site Address: _____ Parcel #: _____

Legal Description: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

APPLICANT INFORMATION (if different than property owner) Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

I understand that city regulations require owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter may result in denial or withdrawal of a permit or approval. By my signature below, permission is granted for representatives of the Community Development, Environmental Services and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections or reviews.

Prior notification of the date inspections will take place is: Required Not Required

Phone number must be provided where owner/applicant can be reached: _____

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature

Date

Owner Applicant/Authorized Agent



Site Plan Requirements:

This checklist is intended to give a general idea of the information required for a site plan. The application should not be submitted unless all points below are addressed. The checklist must be submitted with the application. Submit multiple maps if necessary. Additional information may be requested. Any additional information which the applicant feels will assist in evaluation of the proposal is encouraged. Minimum size 8 ½ x 11. Maximum size is 11x17.

STAFF

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APPLICANT

- Indicate North Arrow
- Vicinity map with location and name of all streets/roads surrounding the property
- Property dimensions and boundary lines
- Proposed structure(s) dimensions and setbacks (front, side, and rear – marked in feet)
- Existing structure(s) dimensions and setbacks (front, side, and rear – marked in feet)
- Distance from other structures if within 10 feet
- Existing driveway(s) and dimensions, easements, access roads etc.
(provide copies of all easements)
- Proposed driveway(s) and dimensions, easements, access roads etc.
(provide copies of all easements)
- All Critical Areas on property (steep slopes, seasonal creeks, wetlands, etc.)
- Existing well or water system location
- Existing and proposed stormwater facilities
- All utility easement(s)
- Location, depth and extent of any clearing, grading and filling
- For all projects other than a single-family dwelling, a description of the proposed use is required. *Examples include, but are not limited to: personal storage, commercial uses, agricultural uses garage etc.*

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).