



Submittal Worksheet
CRITICAL AREAS EXEMPTION

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

Critical Area Exemption Application: The permit application needs to be signed by the property owner or the applicant must also submit an Agent Authorization Form.

Fee: \$50

Project Narrative: The narrative shall be a brief but thorough description of the project. The narrative shall describe how the development or activity meets the exemptions under BLMC 16.20.070.B.

Site Plan: Provide a site plan drawn at a minimum scale of one (1) inch equals twenty (20) feet displaying the information below, as required to accurately reflect the proposed project. Please contact City staff if you have questions regarding the minimum requirements for your project's site plan.

1. Date and North arrow.
2. The boundary of the parcel(s) drawn to scale of land upon which the development is proposed. Identify surveyed property corners.
3. The ordinary high water mark.
4. A depiction of existing development and proposed development
5. Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development.
6. A general indication of the character of vegetation found on the site.

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7. The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, docks, decks, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
8. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
9. Quantity, composition and destination of any excavated material.