



Department of Community Development
Mailing Address 345 – 6th Street, Suite 100, Bremerton, WA 98337
Physical Address 345 – 6th Street, 6th Floor, Bremerton, WA 98337
(360) 473-5275; Fax: (360) 473-5278
website: www.ci.bremerton.wa.us
apply: permits.bremertonwa.gov

COMMERCIAL SITE PLAN REVIEW APPLICATION

DCD FEES: All fees must accompany this application. These fees are non-refundable and subject to change. Make checks payable to the City of Bremerton. Fees can be found at www.BremertonWA.gov/RatesFees.

Bremerton Municipal Code (BMC) Section 20.58.080 requires a technical site plan review for all projects involving new development, expansion of existing structures, or other exterior improvements that will change the physical condition of the site. Appropriate fees, maps, and plans must accompany this form and other required supporting documents. Please fill out this entire form. If a subject is not applicable, please indicate on this form.

PROJECT TYPE: ___ Commercial ___ Multi-Family ___ Mixed Use ___ Other

1. Assessor Tax Account Number(s): _____

2. Applicant:
NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____
TELEPHONE: Work: _____ Home/Cell: _____

3. Contact Person (if different than applicant):
NAME: _____
RELATION OR ROLE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____
TELEPHONE: Work: _____ Home/Cell: _____

4. Title Holder:
NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

TELEPHONE: Work: _____ Home/Cell: _____

5. Property Information:

- a. Address: _____
- b. Parcel Number: _____
- c. Current Zoning Designation: _____
- d. Parcel Size (Acres/Square Feet): _____

6. Summary of the Proposal:

- a. Describe your proposal as clearly/concisely as possible. Attach separate sheets if necessary. If demolition is proposed, describe the exterior and/or interior work to be performed.

- b. Number of residential units: _____
- c. Square footage of commercial space: _____

7. Parking Requirements (BMC 20.48):

- a. Standard vehicle spaces required: _____
- b. Standard vehicle spaces proposed: _____
- c. Barrier Free spaces (See WAC 51-40-1103) proposed: _____
- d. Total number of spaces proposed: _____
- e. Motorcycle spaces (See BMC 20.48.180(a)) proposed: _____
- f. Bicycle spaces (See BMC 20.48.180(b)) proposed: _____

8. Critical Areas & Shorelines (BMC 20.14 & Bremerton Shoreline Master Program):

- a. Is any part of the parcel located within 200 feet of a shoreline? If yes, please provide a Shoreline Checklist. _____ Yes _____ No
- b. Check all that apply to the site and areas within 50 feet of the site.

_____ Flat: less than 5-feet in elevation change over the entire site.
_____ Rolling: slopes on site generally less than 15% (a vertical rise of 10-feet over a horizontal distance of 66-feet).
_____ Hilly: slopes present on site are more than 15% and less than 30% (a vertical rise of 10-feet over a horizontal distance of 33 to 66-feet).

_____ Steep: grades of greater than 30% present on site (a vertical rise of 10-feet over a horizontal distance of less than 33-feet).

- c. Does the site or properties within 200 feet of the site contain areas of year-round or seasonal standing water? _____ Yes _____ No
- d. Is there an apparent wetland present on the site or on properties within 200 feet of the site? _____ Yes _____ No
- e. Does the site or properties within 200 feet of the site contain a creek or an area where water flows across the ground surface at any time of the year? _____ Yes _____ No
- f. Have there been sightings of any endangered, threatened, or protected species per WAC 220-610 and the Federal Endangered Species Act on the site? _____ Yes _____ No
- g. Is there a critical aquifer recharge area on the site? _____ Yes _____ No

9. Attachments:

You will need to provide the following information with this application. Please note that not all attachments are required for every proposal. It is your responsibility to contact the appropriate department to determine when information is not required.

- a. Pre-Submittal Report (BMC 20.02.050).
- b. State Environmental Policy Act (SEPA) Checklist: See WAC 197-11-800 for projects exempt from environmental review.
- c. Vicinity Map: show the location of the site in relation to all other properties and major structures within a radius of at least 200 feet.
- d. Verification of Ownership: a lease or signed letter is required when the applicant and property owner are not the same.
- e. Site Plan Map(s): Provide a site plan drawn to scale showing at a minimum the following information. The Director may modify these requirements when it is clear that the information would not be relevant or helpful to make a decision.
 - i. The location, size, bulk, height, number of stories, setbacks, lot coverage, and use of all existing and proposed structures and areas on the subject parcel.
 - ii. Existing and proposed public and private streets, driveways, sidewalks, curbs and gutters, and roadway dimensions and materials.
 - iii. Existing and proposed pedestrian walkways, bikeways, bus stops and other facilities contributing to pedestrian and bicycle circulation.
 - iv. Existing and proposed utility systems, drainage systems, fire hydrants, and related site improvements.
 - v. All property lines, easements, fences, walls, signs and other points of reference.
 - vi. Environmental features such as shorelines, bulkheads, creeks, culverts, wetlands, steep slopes, unstable soils, rock outcroppings, significant trees, other sensitive areas and their associated buffers.
- f. Landscaping Plan (BMC 20.50.060): landscaping plan that shows existing property lines, easements, rights-of-way, utilities, setbacks, trees, fences, and other screening and structures. Street trees shall be provided within the front yard setback or in the sidewalk along any façade facing a major arterial. Any trees located in the City right-of-way will require the submittal of a separate narrative for additional approval through the Department of Public Works and Utilities. Planned improvements must conform to BMC 20.50.
- g. Parking Plan (BMC 20.48): show all existing and proposed off-street parking spaces. The parking plan may be integrated into the base site plan map. Parking plans should show all

spaces, aisles, handicapped and motorcycle spaces, loading spaces, transit facilities, and parking lot access and internal circulation consistent with BMC Figure 20.48(a). Show dimensions of all parking areas, spaces, driveways, setbacks, and distances from curb cuts to intersection corners and similar details. Specific zones may have additional requirements.

- h. Elevation and/or Perspective Drawings: showing proposed structures and other major improvements.
- i. Storm Water Drainage Report: when required, a storm drainage report and preliminary storm drainage plans shall accompany the application.
- j. Transportation: when the City Engineer requires them, a traffic study containing recommendations to mitigate impacts may be necessary.
- k. Critical Areas: reports or evaluations related to Flood Hazard Areas, Geologically Hazardous Areas, Wetlands and Stream Corridors, Critical Aquifer Recharge Areas, State Shorelines, Fish and Wildlife Habitat Conservation Areas. See BMC 20.14 & the Bremerton Shoreline Master Program for more information.
- l. Phasing: if the project is designed to be permitted and/or constructed in phases, provide a map showing the phases and a schedule of development.
- m. Other Information: such as maps or data that is helpful or that was requested at the pre-application conference to better understand the nature and scope of the proposal and its impacts on the surrounding properties, people and land uses.

Applicant’s Statement:

I hereby certify that the statements contained herein are correct. I understand that conditions of approval may be required to adequately mitigate effects related to the proposed development, and I agree to abide by those conditions. I understand that the decision on this application may be appealed and possibly overturned. I also understand that an approved Site Plan is subject to review and could be terminated for violating the terms or limitations.

I have read, understand, and agree with all the above statements.

Applicant Signature

Date

Note: The City of Bremerton does not discriminate based on race, color, national origin, religion, sex, age, sexual orientation, genetic information, marital or veteran status, or the presence of any disability, in the provision of services.