



# SITE PLAN REVIEW APPLICATION

City of Ferndale Community Development Department  
2095 Main Street/ PO Box 936  
Ferndale, WA 98248 (360) 384-4006  
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

## SUPPLEMENTAL

The purpose of the Site Plan Review is to provide a mechanism for evaluating proposed substantial construction\* projects within the City of Ferndale with a minimum of up-front expenditure on the part of the applicant. The review utilizes a basic site plan, basic floor plan, and basic exterior elevations submitted by the applicant to determine consistency with zoning regulations and design standards, as well as identify public improvements that might be required or additional permits that may need to be obtained. The site plan review process is also useful when incorporated with other City permitting procedures that may require a common understanding of issues as the development proposal moves forward. In these cases, an additional site plan review fee is not required.

Submittal of full architectural construction drawings and fully engineered plans is not normally required at this level of review. If an environmental review under SEPA is required for the proposed development, a City of Ferndale SEPA Checklist should be submitted concurrent with this Site Plan Review Application.

\*Substantial construction projects can include, but are not limited to: a change of use in an existing building, new construction totaling more than \$1000, an expansion of an existing business, or other projects that Staff feels will warrant further review. The Site Plan Review process is authorized by Ferndale Municipal Code § 15.14.

PROPERTY ADDRESS: \_\_\_\_\_

ASSESSOR'S TAX PARCEL NUMBER(S): \_\_\_\_\_

ZONING: \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT, INCLUDING PHASING (ATTACH ADDITIONAL PAGES IF NECESSARY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT/PROPERTY OWNER: \_\_\_\_\_

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

Phone/FAX: \_\_\_\_\_

APPLICANT'S AGENT (if applicable): \_\_\_\_\_

Relationship (architect, engineer, attorney, realtor, etc.): \_\_\_\_\_

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

Phone/FAX: \_\_\_\_\_

*The accuracy of the information provided with this application is the responsibility of the applicant.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## SITE PLAN REVIEW APPLICATION INSTRUCTIONS

*The following items must be submitted with the Site Plan Review Application:*

### 1. Legal Description and Parcel Map

Submit a recent Title Report, deed, or other similar document, containing a complete legal description of the property and descriptions of any easements or other encumbrances that may impact the development of the property, together with a map of the parcel showing accurate property dimensions. (*The completeness and accuracy of this information is the responsibility of the applicant*).

### 2. Basic Site Plan

Site Plans shall be drawn to a scale of 1" = 20', 1" = 30', or 1"=40' depending on the size of the site (other scales may be used for unusually large parcels or special purposes). The following information should be included on the site plan:

- a. Applicant name and property address
- b. Project name (if applicable) and the date the drawing was last modified
- c. Vicinity map, north arrow, and scale indicated
- d. Property lines with corners and dimensions shown
- e. Easements and rights-of-way
- f. Existing and/or proposed frontage improvements
- g. Existing and/or proposed utilities
- h. Existing structures, including structures on adjacent lots within 10 feet of the property line.
- i. Proposed structures including setbacks from property lines, windows, and entrance/exits
- j. Existing and/or proposed ingress and egress, including dimensions of driveways and curb cuts.
- k. Existing and/or proposed parking and loading areas including number of spaces (including handicap spaces), dimensions of spaces, aisle widths, walkways, curbs, etc.
- l. Required information of a "Preliminary Landscape Plan" ("L-1," "L-2," etc.) as identified in the City's Landscape Ordinance, if applicable.
- m. Retaining walls
- n. Natural features such as significant stands of trees, streams, wetlands, steep slopes, etc.
- o. If necessary, a concept plan for proposed grading and drainage (it may be necessary to submit a separate sheet showing conceptual grading and drainage together with site topography).

### 3. Basic Floor Plan

The floor plan should be drawn to a scale of 1/4" = 1', 3/16" = 1' or 1/8" = 1' depending on the size of the structure (other scales may be used for unusually large structures or special purposes). The following items of information should be included on the floor plan:

- a. Exterior dimensions, and dimensions and gross floor areas of different use areas (i.e. office, retail, manufacturing, storage, etc.)
- b. Entrance and Exit locations, and locations of windows
- c. Interior walls and partitions

### 4. Basic Exterior Elevations

Basic exterior elevations should be drawn to a scale appropriate scale consistent with the floor plan. The height of the structure should be indicated, together with basic materials of construction (i.e. wood, block, metal siding, masonry, etc.)



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*The following items may be required, depending on the specific circumstances of the proposed development:*

### 5. Conceptual Grading and Drainage Information

If the property is other than flat (i.e. less than 10% slope), show the following on the Site Plan, or on a separate sheet at the same scale:

- Site topography
- Conceptual grading (basic location and heights of cut and fill slopes)
- Anticipated drainage features (drains, pipes, culverts, swales, detention ponds, etc.)
- If wetlands are involved, proposed buffers (or mitigation strategy if filling is proposed)

### 6. Shoreline or Floodplain Information

If the property is located within the designated Shoreline Boundary (Shoreline Master Program), or within the 100-Year Floodplain (FEMA Flood Insurance Rate Map), show these boundaries on the Site Plan (these maps are available through the City of Ferndale GIS viewer, and at City Hall).

### 7. SEPA Review and Determination (Use of Site Plan and Associated Information)

If the proposed project requires SEPA review, the SEPA checklist may be submitted concurrent with the Site Plan Review Application. The plans and information submitted with the Site Plan Review Application should usually be sufficient to conduct the SEPA review as well.

#### NUMBER OF SETS REQUIRED

- Two (2) full size 24" x 36" sets drawn at the scale indicated previously for each type of plan
- Twelve (12) photo-reduced 11" x 17" sets of the same above
- One (1) copy of legal description, title report, deed (or similar)
- One (1) copy of parcel map
- One (1) copy of SEPA checklist, if applicable
- One (1) digital copy (PDF preferred) of all information

THE COMPLETENESS AND ACCURACY OF ALL INFORMATION SUBMITTED IS THE SOLE RESPONSIBILITY OF THE APPLICANT. THE CITY OF FERNDALE ACCEPTS NO LIABILITY FOR ANY LEGAL CONSEQUENCES RESULTING FROM INCOMPLETE OR INACCURATE INFORMATION SUBMITTED BY THE APPLICANT.

THE CITY OF FERNDALE COMMUNITY DEVELOPMENT DEPARTMENT SHALL HAVE 28 DAYS FROM THE DATE OF SUBMITTAL TO DETERMINE IF THE APPLICATION IS COMPLETE.

THE CITY OF FERNDALE MAY REQUIRE ADDITIONAL INFORMATION PRIOR TO APPROVAL, AND MAY ALSO REQUIRE THAT THE APPLICANT ATTEND A PRE-APPLICATION OR TECHNICAL REVIEW COMMITTEE MEETING. IF PRE-APPLICATION OR TECHNICAL REVIEW COMMITTEE MEETING IS REQUIRED, THE 28 DAY REVIEW PERIOD MAY BE EXTENDED TO ACCOMMODATE THE SCHEDULED MEETING DATE.

THE SITE PLAN REVIEW CONSISTUTES THE FINAL ADMINISTRATIVE DETERMINATION AND MAY BE APPEALED TO THE HEARINGS EXAMINER UNDER THE PROVISIONS OF FMC § 14.05.030.I AND 14.11.070.