



COMMERCIAL DEVELOPMENT PERMIT MINIMUM SITE PLAN REQUIREMENTS FOR SITE PLAN OF RECORD

SITE PLAN IS REQUIRED FOR ALL COMMERCIAL DEVELOPMENT

Commercial development includes commercial, industrial and multi-family residential development. The site plan is reviewed by three (3) divisions in the City of Spokane Valley Community Development Department (Planning, Building, and Development Engineering) as well as the Spokane Valley Fire Department, Spokane County Assessor, Spokane County utilities and the appropriate water district. For help with this checklist, please call the Planning Counter in the Permit Center at 720-5240.

The following list is the **MINIMUM** information needed by reviewing departments and agencies to determine compliance with applicable codes and regulations. The information should be provided on a single sheet (24"x36" preferred; 11"x17" allowed but is subject to approval) as a comprehensive stand-alone document presenting site-plan only related details with the existing items clearly distinguished from the proposed items.

GENERAL INFORMATION

- North Arrow
- Scale (Engineering: 1"=10', 1"=20', etc.)
- Title Block (project name, site address, parcel number)
- Property Information: legal description; parcel square footage; property lines, dimensions, and corners; zoning
- Adjacent street names
- Plan creation date or plan revision date as applicable

EXISTING PROPERTY INFORMATION

- Easements (utility, border, access, etc.)
- Existing building footprint with dimensions and square footage, including basements and mezzanines
- Existing building uses including square footage of each use
- Distances between buildings/structures
- Existing environmentally sensitive areas on or within 200 feet of the site (streams, ponds, wetlands, natural drainage courses, floodplains, wellheads and other surface water, areas of 30% or steeper slope, etc.)
- Existing fencing (type, height and location)
- Existing stormwater facilities (swales, drywells, etc.)
- Existing paving (parking, driveway and travel areas) and turning radii
- Existing fire hydrant locations, fire department access and turnarounds
- Setbacks of existing structures from property lines
- Existing traffic control devices (including painted parking stalls with handicap stalls labeled, directional arrows, wheel stops, curbing, etc.)

PROPOSED PROJECT INFORMATION

- Proposed building footprint with dimensions and square footage, including basements and mezzanines
- Heights/number of stories
- IBC Construction and Occupancy Type
- Proposed building uses including square footage of each use
- Distances between buildings/structures
- Proposed fencing (type, height and location)
- Proposed paving limits and travelways (including driveway widths, turning radii)
- Table of square footage of all impervious surfaces after project to include: total rooftop, total pavement, total gravel, total for project
- Proposed fire hydrant locations, fire department access and turnarounds
- Setbacks of proposed structures from property lines
- Proposed slopes 30% or steeper
- Proposed traffic control devices (directional arrows, wheel stops, curbing, etc.)
- Proposed stormwater facilities (swales, drywells, etc)
- Location and design of refuse storage areas
- Square footage of all proposed impervious surfaces excluding building footprints
- Proposed parking layout (including number, location dimensions of parking spaces & driveway; accessible route of travel from public way to accessible building entrances)