

**RESOLUTION NO. 2011-25**

A **RESOLUTION** of the City of Bainbridge Island, Washington, adopting an Administrative Manual, containing submittal requirements for land use permits, application forms, and administrative documents necessary for land use permit processing.

**WHEREAS**, the City of Bainbridge Island requires a number of documents in connection with the issuance of land use permits; and

**WHEREAS**, on November 9, 2011 the City Council passed Ordinance No. 2011-02 updating the land use code and removing the submittal requirements for land use permits from the Bainbridge Island Municipal Code and placing them in an Administrative Manual; and

**WHEREAS**, the City Council desires to have a user-friendly manual containing submittal requirements, land use applications, and supporting documents in one place; now, therefore

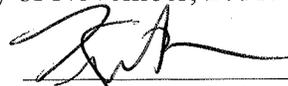
**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND,  
WASHINGTON, DO RESOLVE AS FOLLOWS:**

Section 1. The Administrative Manual is hereby approved in the form attached as Exhibit A. The documents may be updated from time to time upon the advice of the City Attorney.

Section 2. This resolution takes effect on January 1, 2012.

PASSED by the City Council this 16<sup>th</sup> day of November, 2011.

APPROVED by the Mayor this 16<sup>th</sup> day of November, 2011.



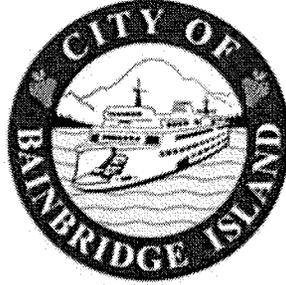
Kirsten Hytopoulos, Mayor

ATTEST/AUTHENTICATE:

  
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.

November 10, 2011  
November 16, 2011  
2011-25



# City of Bainbridge Island

## Administrative Manual



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**November 2011**

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## **PART 1: INTRODUCTION**

This Administrative Manual is designed to supplement the City of Bainbridge Island Land Use Code. This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. Consistent submissions to the City of Bainbridge Island will help the efficiency of the review process as well as clarifying requirements for applicants. The procedures required for review and approval of each type of application are detailed in Title 2: Administration, Personnel and Land Use Procedures of the Bainbridge Island Municipal Code (BIMC).

## **PART 2: SUBMITTAL REQUIREMENTS**

An application shall not be considered complete until the required application, fee and all supporting materials are submitted to the department. The director may waive specific submittal requirements determined to be unnecessary for review of an application.

## A. SUBMITTAL REQUIREMENTS TABLES

Table 1: Submittal Requirements – Zoning Applications							
	Requirement						Additional Regulations (Listed Below)
	Written Statement [1]	Site Plan [2]	Affidavit of Ownership	Environmental Checklist [3]	Landscape Plan	See additional regulations	
<b>Zoning Applications</b>							
Preapplication Conference	√	√	√	√	√	√	Part 2.B
Site Plan and Design Review (major and minor)	√	√	√	√	√	√	Part 2.C
Clearing Permits		√				√	Part 2.E
Conditional Use Permits (major and minor)	√	√	√	√	√	√	Part 2.F
Variance (major and minor)	√	√	√	√		√	Part 2.G
Minor Adjustment to Land Use Permit [4]	√	√	√	√	√	√	Part 2.K
Major Adjustment to Land Use Permit [4]	√	√	√	√	√	√	Part 2.L
Rezones (site-specific and area-wide rezones)	√	√				√	Part 2.M
Legislative Review of Development Regulations	√	√				√	Part 2.N
Housing Design Demonstration Project	√	√	√		√	√	Part 2.O
Agricultural Retail Plan	√	√	√		√		Part 2.P
Historic Preservation Application	√	√				√	Part 2.Q
Comprehensive Plan Amendments	√					√	Part 2.R
<b>NOTES</b>							
[1] Specifications for Written Statements can be found in the additional regulations for each application type.							
[2] Specifications for Site Plans can be found in the additional regulations for each application type.							
[3] When required by the State Environmental Policy Act and BIMC 16.04.							
[4] Some submittal requirements may be waived, depending on the amendment.							

Table 2: Submittal Requirements – Subdivision Applications								
	Requirement							Additional Regulations (Listed Below)
	Site Plan	Composite Site Plan [1]	Preliminary Plat	Preliminary Open Space Management Plan [2]	Landscape Plan	Final Plat	Additional Documents	
<b>Subdivision Applications</b>								
Boundary Line Adjustment	√						√	Part 2.H
Short Subdivision	√	√	√	√	√	√	√	Part 2.I
Long Subdivision	√	√	√	√	√	√	√	Part 2.I
Large Lot Subdivision	√	√	√			√	√	Part 2.I
Subdivision Amendments	√	√		√ [2]	√ [2]	√	√	Part 2.J
<b>NOTES</b>								
[1] Not required for residential subdivisions using the cluster development option in BIMC 17.04.080.A.5.								
[2] Required if open space or landscape plan is being amended.								

## **B. PREAPPLICATION CONFERENCE**

1. A preapplication conference application and fee as established by city council resolution shall be filed with the department of planning and community development on forms provided by that department by the owner of land for which the permit is sought or by the owner's authorized agent. Required information shall include but shall not be limited to the following documents:
  - a. Site Plan. The preliminary site plan shall be prepared consistent with applicable zoning, subdivision, shoreline, critical areas, stormwater and road and accessway standards. Elements of the plan must include the following information:
    - i. The legal description of the property, tax lot number and vicinity map.
    - ii. A scale drawing of the property indicating:
      - a) North arrow;

- b) Written and graphic scale;
- c) Property boundaries, easements, and ownership as set forth in the legal description;
- d) Existing structures and improvements;
- e) Topography at appropriate contour levels;
- f) Location of existing vegetation and significant trees that might be impacted by the proposal;
- g) Location of existing critical areas pursuant to BIMC 16.20;
- h) Existing streets, driveways, parking areas, sidewalks, walkways, signs, fences, walls, and retaining walls;
- i) Existing and proposed circulation systems on and off the site, including all adjacent streets and rights-of-way and auto, truck, emergency, pedestrian, bicycle and transit access;
- j) Utility and Septic Design:
  - i) The location of any existing or proposed individual or community well(s) and/or water system(s) for the subject property, and associated wellhead protection areas as required by the health district;
  - ii) Maintenance access to the proposed wellhead or water system and all areas to be cleared for a wellhead;
  - iii) The location of any existing or proposed individual or community drainfields for the subject property and associated reserve drainfields as required by the health district;
  - iv) Maintenance access to proposed drainfields shall also be identified; and
  - v) Utilities plans, including existing and proposed hydrant locations.
- k) Proposed Improvements:
  - i) All proposed improvements including proposed roads and accesses, building footprints, and parking areas and the number of auto and bicycle parking spaces as required by BIMC 18.15.020;
  - ii) Proposed land uses and densities on the subject property; and
  - iii) How the proposed improvements meet dimensional standards required by BIMC Title 18.
- l) Proposed open space area and type of open space as required by BIMC 18.06.060.C. 1, if applicable.

- b. Landscaping Plan. Proposed landscaping as required by BIMC 18.15.010, including any required retention.

**C. SITE PLAN AND DESIGN REVIEW (BIMC 2.16.040)**

A site plan and design review application and fee as established by city council resolution shall be filed with the department of planning and community development on forms provided by that department by the owner of land for which the permit is sought or by the owner's authorized agent. Required information shall include but shall not be limited to the following documents:

1. A complete and detailed written statement of the intended use of the land, the sequence and timing of the proposed development and the applicant's intentions with regard to the proposed ownership of land areas, dwelling units, if any, and commercial buildings within the development, both during and after construction. The statement shall include the following:
  - a. Intended use of the land, including the phasing of street improvements, including road construction, acreage of road area and percentage it represents of the total land area;
  - b. The availability and phasing of water system extensions;
  - c. The method of sewage disposal to include the availability and phasing of system extensions; and
  - d. Phasing of on- and off-site requirements such as sidewalks, bike paths, or improvements of adjacent streets;
2. A site plan in compliance with the requirements in section C.1.a;
3. Storm drainage design;
4. Affidavit of ownership or agreement to work on the owner's behalf;
5. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
6. Architectural drawings, including floor plan, building elevation and building sections;
7. Analysis of how the project meets design guidelines, if applicable;

8. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;
9. The proposed method of ensuring permanent retention and maintenance of circulation system, storm drainage system, sewage disposal system, parks, open space or other common private or public facilities;
10. The requirements of Section D: Landscaping;
11. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;
12. For developments within the Business/Industrial (B/I) district, designated open space areas required pursuant to BIMC 18.06.060.C.1; and
13. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural elevations or on a form provided by the department of planning and community development.

**D. LANDSCAPING (BIMC 2.16.040: SITE PLANS AND DESIGN REVIEW, 2.16.050: MINOR CONDITIONAL USES, 2.16.110: MAJOR CONDITIONAL USE PERMIT, 2.16.070: SHORT SUBDIVISIONS, 2.16.080: LARGE LOT SUBDIVISIONS, AND 2.16.160: LONG SUBDIVISIONS)**

1. All new development except single-family residential building permits shall submit the following information at the time of land use permit application:
  - a. The address and tax lot number of the property.
  - b. Tree Retention Plan. The applicant shall submit a tree retention plan, concurrent with applicable permit application. If multiple permits are required then the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan and shall consist of:
    - i. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies.
    - ii. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked

- in the field at the time of permit or approval application and maintained through the construction period; and
- iii. A development site plan identifying the significant trees and tree stands, as defined in BIMC 18.15.010.C, that are proposed to be retained.
- c. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:
- i. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan;
  - ii. Property boundaries, easements, and ownership as set forth in the legal description;
  - iii. Existing and proposed grades of at least five-foot intervals;
  - iv. Rights-of-way, setbacks, streets and utilities within the subject property;
  - v. All proposed construction and planting and any future construction and planting that is not included in the application;
  - vi. Location of all existing and proposed buildings, structures and improvements within the property; and
  - vii. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN). The planting plan shall specify the following:
    - a) Tree protection strategies;
    - b) Vegetation clearing strategies;
    - c) Topsoil protection and reuse strategies;
    - d) Native soil amendment strategies;
    - e) Planting times and physical limits of construction; and
    - f) Areas that require temporary or permanent irrigation.

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**E. CLEARING PERMITS (BIMC 2.16.030: ADMINISTRATIVE REVIEW – IN GENERAL)**

1. A clearing permit application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought, or by the owner's authorized agent. Required information shall include but shall not be limited to:
  - a. The legal description of the property, tax lot number and vicinity map.
  - b. A scale drawing of the property indicating:
    - i. North arrow;
    - ii. Written and graphic scale;
    - iii. Property boundaries, easements, and ownership as set forth in the legal description;
    - iv. Existing structures and improvements;
    - v. Location of existing vegetation and significant trees that might be impacted by the proposal;
    - vi. Critical areas pursuant to BIMC 16.20;
    - vii. Trees or vegetation proposed to be removed; and
    - viii. Location of replacement trees or vegetation, if applicable.

**F. CONDITIONAL USE PERMITS, MAJOR AND MINOR (BIMC 2.16.110 AND 2.16.050)**

A conditional use permit application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought, or by the owner's authorized agent. Required information shall include but shall not be limited to:

1. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development;
2. A site plan in compliance with the requirements in section C.1.a;
3. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
4. Affidavit of ownership or agreement to work on the owner's behalf;
5. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;

6. Land dedicated for park and recreational facilities, if applicable;
7. The requirements of Section D: Landscaping;
8. Other plans and information deemed necessary by the director for evaluation of the merits of the proposal; and
9. Institutional development in residential zones shall submit the following items:
  - a. A traffic report, showing the effects on level of service (LOS) on affected roads;
  - b. The appropriate approvals of sewer and water supply;
  - c. A fencing plan or alternative methods to protect the public health, safety and welfare;
  - d. Vehicular, pedestrian, and bicycle access and site circulation; and
  - e. A site and building design proposal that meets the design principles and guidelines found in BIMC 18.18.030.C, Commercial/Mixed Use design guidelines.
10. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on a form provided by the department of planning and community development.

**G. VARIANCE, MAJOR AND MINOR (BIMC 2.16.120 AND 2.16.060)**

A variance application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought or by the owner's authorized agent. Required information shall include but shall not be limited to:

1. A complete and detailed written statement of the reason(s) for requesting the variance and the sequence and timing of any proposed development;
2. A site plan in compliance with the requirements in section C.1.a;
3. Affidavit of ownership or agreement to work on the owner's behalf;
4. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
5. Detailed description of how the proposal will meet the decision criteria;

6. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and
7. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

#### **H. BOUNDARY LINE ADJUSTMENT (BIMC 2.16.090)**

1. A boundary line adjustment application on the form prescribed by the department of planning and community development and submitted with all documentation, materials and a fee as established by the city council by resolution. Required information shall include, but not be limited to:
  - a. Affidavit of ownership of all lots involved or agreement to work on the owner's behalf;
  - b. The legal description of each lot involved prior to the lot line adjustment;
  - c. The legal description of each lot involved after the lot line adjustment;
  - d. A scale drawing containing all the information required to be provided on the final boundary line adjustments plan pursuant to subsections 2 and 3 of this section;
  - e. Copies of draft deeds conveying title to the property being transferred pursuant to the boundary line adjustment if more than one property owner is involved; and
  - f. Copies of any existing or proposed covenants or restrictions affecting the property or properties involved.
2. If the department determines that the application and information submitted with the application comply with the requirements of this code and all other laws, the department shall request that the applicant provide a final boundary line adjustment plan. The final boundary line adjustment plan shall be prepared by a licensed surveyor on a mylar (stabilized drafting film) and shall include the following information:
  - a. A title report for all lots involved;
  - b. Original deeds conveying title to the property being transferred pursuant to the boundary line adjustment if more than one property owner is involved; except that if the application only involves the aggregation of platted lots in common ownership, these deeds shall not be required;
  - c. North arrow;

- d. Written and graphic scale;
- e. Existing property lines and proposed property lines for all lots involved;
- f. Legal description of all lots involved after the boundary line adjustment;
- g. All boundary lines on all lots involved, including a reference with proper bearings and distances;
- h. Identification of all lots involved as Lot 1, Lot 2, etc.;
- i. Location and dimensions of all public or private rights-of-way and easements, whether existing or proposed, and designation of any adjacent streets;
- j. Location of access to all lots involved;
- k. Location of all existing structures on all lots involved, with distance from all boundary lines;
- l. Signature blocks, with notarization language, for all property owners;
- m. Signature block for approval by director of department of planning and community development; and
- n. A surveyor's certificate consistent with RCW 58.09.080 and all certificates and other information required by Chapter 58.09 RCW.

**I. SUBDIVISIONS, SHORT, LARGE, AND LONG (BIMC 2.16.070, 2.16.080, AND 2.16.160)**

An application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought or by the owner's authorized agent. An application for a subdivision is considered complete when it satisfies the submittal requirements set forth in Tables 3-1, 3-2 and 3-3 and has been determined to be complete within the 28-day review period.

<b>Table 3-1: Subdivision Submittal Requirements – Preapplication Review</b>	
<b>Preapplication Review</b>	
<b>Proposed Site Plan consisting of:</b>	
<b>A. Base Map</b>	
Purpose: To consolidate existing characteristics of the site and existing on-site conditions, as well as to gather information about the subject property and the surrounding area, and provide a graphic portrayal of areas in which development may not occur ("no-build zones") or may occur with restrictions ("restricted building zones").	

**Table 3-1: Subdivision Submittal Requirements – Preapplication Review**

Form:	The following information should be provided on the base map if applicable:
Drawn or printed on durable material (mechanically reproducible).	1. North arrow and scale;
	2. Name and address of the owner of the subject property, or the authorized representative;
	3. Subject property boundaries;
	4. Total acreage;
	5. Topography with a contour interval of no less than five feet (slopes that exceed 15 percent shall be identified);
	6. The location of all easements (such utility and/or conservation easements) located on the subject property;
	7. The location and names of roads and rights-of-way, access easements, bicycle paths, greenways, and trails located on-site, or in close proximity to the subject property;
	8. The location of all utilities (water lines or wells, wellhead protection areas, sewer lines or septic systems, power and/or telephone lines) located on or affecting the subject property;
	9. The location of all critical areas pursuant to BIMC 16.20, including bodies of water (including streams, drainage course, and/or wetlands) and slopes located on the subject property, or within 150 feet of the subject property: <ul style="list-style-type: none"> <li>a. "No-build zones" <ul style="list-style-type: none"> <li>i. All critical areas and their associated buffers (as defined in BIMC Title 16.20) located on the subject property, and, if possible, those located within 100 feet of the subject property (aerial photographs or studies prepared for adjacent properties may be used to preliminarily assess off-site critical areas);</li> <li>ii. Wellhead protection areas on or affecting the subject property</li> <li>iii. other easements, setbacks, or buffer areas that limit development;</li> <li>iv. Dedicated open space or greenway areas located on the subject property.</li> </ul> </li> <li>b. "Restricted building zones" (depicted in such a manner as to be graphically distinct from "no-build zones"): <ul style="list-style-type: none"> <li>i. Areas of significant trees and vegetation located on the subject property, or on any adjacent properties located within 100 feet of the subject property.</li> </ul> </li> </ul>
	10. The approximate location and size of existing structures located within 100 feet of the subject property;
	11. City of Bainbridge Island zoning and comprehensive plan designation for the subject property and adjacent properties (shoreline designations shall be included if applicable);

<b>Table 3-1: Subdivision Submittal Requirements – Preapplication Review</b>	
	12. Vicinity map;
	13. All areas of identified historical importance located on the subject property or adjacent properties, such as structures listed on the National Register for Historic Places and the 1987 Bainbridge Island Historic Survey, as prepared by the Washington State Office of Archaeology and Historic Preservation;
	14. Landscaping Plan: Prepare as an overlay to the base map or as a part of the base map. Locate all established vegetation as defined in BIMC 18.36.030. Trees may be identified individually or as tree stands.
<p><b>C. Composite Site Plan</b>  <b>(not required for nonresidential subdivisions)</b></p> <p>Purpose: To illustrate the design proposals during the preapplication conference with the department staff members. To help the applicant and the city determine which portions of a subject property are best suited to accommodate homesites, infrastructure, and open space areas.</p>	
Form:	The following information should be provided on the proposed design map as applicable:
<p>Composite Site Plans and any alternative configurations shall be graphically indicated on a copy of the base map, or as an attachment to the base map.</p> <p>The preparation of alternative configurations for all the above elements of the proposed site plan for the subject property shall be encouraged.</p>	<p>For Open Space Flexlot Subdivisions:</p> <p>1. Residential homesite location(s) and lot lines:</p> <p>a. Establishment of Lot Lines. Preliminary lot lines shall be established on the composite site plan to illustrate potential division of the subject property. Preliminary lot lines are intended for review and discussion at the preapplication conference. (Ord. 2004-08 § 8, 2004: Ord. 2003-02 § 6, 2003: Ord. 96-06B § 2, 1996)</p> <p>b. Open space location(s): Open space areas shall be established as required pursuant to BIMC 17.12.030. The location of open space areas on a proposed site plan shall be consistent with the open space design guidelines contained in BIMC 17.12.030, open space area requirements contained in BIMC 17.12.020.A.4 and the prioritization of open space features contained in BIMC 17.12.030.A.3.</p>
	<p>For Cluster Flexlot Subdivisions:</p> <p>1. Residential homesite location(s) and lot lines:</p> <p>a. Properties being subdivided that cluster development pursuant to BIMC 17.12.030 shall provide a maximum homesite area on the face of the plat to indicate future development area for a residential dwelling and possible accessory dwelling units. Circle templates or homesites shall be clearly indicated within each lot. The standards for the maximum homesite area are provided in BIMC 18.12.020-1.</p> <p>b. Establishment of Lot Lines. Preliminary lot lines shall be established on the composite site plan to illustrate potential division of the subject property. Lot lines shall not cross any homesite. Preliminary lot lines are intended for review and discussion at the preapplication conference. (Ord. 2004-08 § 8, 2004: Ord. 2003-02 § 6, 2003: Ord. 96-06B § 2, 1996)</p>

<b>Table 3-1: Subdivision Submittal Requirements – Preapplication Review</b>	
	<p>2. Location of individual or community water supply and septic systems:</p> <p>a. The location of any proposed individual or community well(s) and/or water system(s) for the subject property and associated wellhead protection areas as required by the health district shall be graphically indicated on a copy of the base map, or as an overlay attachment to the base map (providing that the overlay is prepared on a transparent material). Maintenance access to the proposed wellhead or water system and all areas to be cleared for a wellhead shall also be identified.</p> <p>b. The location of any proposed individual or community drainfields for the subject property and associated reserve drainfields as required by the health district shall be graphically indicated on a copy of the base map, or as an overlay attachment to the base map (providing that the overlay is prepared on a transparent material). Maintenance access to proposed drainfields shall also be identified.</p>
	<p>3. Provision of roads and access:</p> <p>Roads and access consistent with the "City of Bainbridge Island Design and Construction Standards and Specifications" shall be provided to all proposed lots. Roads and access proposed shall be graphically indicated on a copy of the base map, or as an attachment to the base map.</p>

<b>Table 3-2: Subdivision Submittal Requirements – Preliminary Review</b>	
<b>Preliminary Subdivision Review</b>	
<b>A. Preliminary Plat</b>	
Form:	The following information should be provided on the base map if known:
<p>Map drawn on a minimum 11-inch by 17-inch paper to scale no less than one inch to 100 feet (no less than one inch to 200 feet for short and large subdivisions). The horizontal and vertical scales for street and sewer plans and profiles shall be those established by the city engineer.</p> <p>Five copies of the map of the proposed large lot subdivision are required.</p>	<ol style="list-style-type: none"> <li>1. Topography with a contour interval of no less than five feet (no less than 10 feet for Large Lot Subdivisions);</li> <li>2. The location of all property to be dedicated when applicable;</li> <li>3. Soil logs, if appropriate;</li> <li>4. A conceptual storm water plan illustrating the proposed means of storm water runoff disposal;</li> <li>5. Lots labeled alphabetically (numerically for Large Lot Subdivisions), each lot shall designate the proposed homesite;</li> <li>6. The name of the proposed subdivision;</li> <li>7. The legal description of land confined within the proposed subdivision, and any ancillary easements;</li> <li>8. The name, address and seal of the registered land surveyor or professional engineer who prepared preliminary plat documents;</li> <li>9. The number of lots and average lot size;</li> </ol>

<p>One original and six copies of the map of the proposed short and long subdivision are required.</p>	<p>10. A description, by map or text, of the route or routes of vehicular and pedestrian access to the property; the existing right-of-way and conditions of the access routes, and applicant's proposed improvements shall be mapped or described in sufficient detail to enable the city to determine their adequacy and safety;</p> <p>11. A layout of proposed streets and alleys, including preliminary profiles, and any tracts proposed to be dedicated or reserved for public or common use;</p> <p>12. Proposed method of water supply, with a certificate of water availability from the proposed water purveyor, if any, and a statement from the health district that the proposed domestic water supply meets applicable health standards;</p> <p>13. Proposed method of sewage disposal with a certificate from the agency providing sewage disposal, if any, of system adequacy to accept, treat and discharge effluent from the proposed development, or a preliminary statement from the health district that the proposed disposal method is likely to meet applicable health standards. For subdivisions proposed to be served with on-site sewage disposal, the location of soil log holes together with data regarding percolation rate as required by the health district;</p> <p>14. Any reports, studies or assessments that are required by Chapter 16.20 BIMC;</p> <p>15. A building site application (BSA) shall be submitted, showing positioning of sewage disposal facilities;</p> <p>16. A preliminary copy of restrictive covenants, dedications and/or easements, if any are proposed;</p> <p>17. Environmental checklist or draft environmental impact statement;</p> <p>18. Tideland or shoreline protection proposed, if applicable.</p>
	<p><b>ADDITIONAL REQUIREMENTS FOR SHORT AND LONG SUBDIVISIONS:</b> Design pursuant to BIMC Table 18.12.020-1: Flex Lot Dimensional Standards for Residential Zone Districts.</p> <p><b>ADDITIONAL REQUIREMENTS FOR LARGE LOT SUBDIVISIONS:</b></p> <ol style="list-style-type: none"> <li>1. The signature of the owner of record of the real property within the boundaries of the large lot subdivision;</li> <li>2. Proposed source of potable water;</li> <li>3. The location and dimensions of all property to be dedicated;</li> <li>4. The appropriate location of any critical areas and their associated buffers located on or within 200 feet of the subject property.</li> </ol>
<p><b>NOTES:</b></p> <p>If phased development is proposed, a description or depiction of the separate divisions and a statement of the order in which divisions are proposed to be recorded;</p> <p>If the plat constitutes a replat, the lot, block, street, etc., of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines.</p>	
<p><b>B. Preliminary Open Space Management Plan</b> <b>(Not required for large lot subdivisions or residential subdivisions using the cluster development</b></p>	

<b>option in BIMC 17.04.080.A.5.)</b>	
Form:	The Open Space Management Plan required by BIMC 17.12 shall include the following:
Consistent with the requirements of BIMC 17.12.020.A.8(b).	<ol style="list-style-type: none"> <li>1. A forest management plan, if the open space is to be managed as forested open space pursuant to Title 84.34 RCW (or its successors) or as timberland under RCW 76.09.050 (or its successors);</li> <li>2. For open space areas that are forested and are not part of a forest management plan as described in subsection 1, provisions shall be included for replacing significant trees that may later become diseased or die or are determined to be a hazard to life or property;</li> <li>3. An identification of the management entity responsible for the maintenance of the open space areas. Open space areas shall be maintained permanently by the individual property owners, property owner's association, a conservancy organization, special public district, or the city (for properties owned by the city);</li> <li>4. A plan for protecting open space features and/or existing vegetation within all open space areas, both during and after the construction phases including provisions for replacing significant trees and other vegetation that are damaged as a result of construction actions. Such a plan shall include temporary fencing to be installed around the open space during construction phases to prevent accidental damage to the open space;</li> <li>5. A plan for irrigating and otherwise ensuring the survival of any newly established vegetation; and</li> <li>6. Provisions for the removal of invasive species and for the general enhancement of fish and wildlife habitat, consistent with guidelines developed by the city.</li> </ol>
<b>C. Significant Tree/Tree Stand Retention Plan (not required for large lot subdivisions)</b>	
Form:	The following information should be provided on the base map if known:
Prepared consistent with the requirements of BIMC 18.15.010.C	<p>The tree retention plan may be combined with the planting plan and shall consist of:</p> <ol style="list-style-type: none"> <li>a. A tree survey or aerial photograph that represents current site conditions and identifies the location of all existing vegetation, tree stands and their associated canopies. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual significant trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and</li> <li>b. A development site plan identifying the existing vegetation, tree stands and their associated canopies, as defined in BIMC 18.15.010.C, that are proposed to be retained, as well as proposed trees or vegetation.</li> </ol>



**Table 3-3: Subdivision Submittal Requirements – Final Review**

<b>Final Subdivision Application Review</b>	
<b>A. Final Plat</b>	
Form:	All the elements required for preliminary subdivision and the following:
<p>a. The first sheet shall be drawn on a mylar sheet. Subsequent sheets shall be drawn on stable-base mylar, polyester film or similar durable material 18 inches by 24 inches. A line shall border each sheet having a 3-inch margin on the left side (which shall be an 18-inch side) and a 0.5-inch margin on the remaining three sides: the lower right-hand corner of the sheet obtained from the engineer.</p> <p>b. Drawn to scale no less than one inch to 100 feet (no less than one inch to 200 feet for short and large subdivisions) which scale shall be shown on the drawing.</p> <p>c. Three copies (five copies for Large Lot subdivisions) of the final plat are required.</p>	1. A completed City of Bainbridge Island subdivision application form;
	2. The perimeter (which shall be shown by heavier lines) of the proposal, together with all internal lots and blocks;
	3. The dimensions of the perimeter and all lots;
	4. Ties to permanent monuments;
	5. Controlling reference points or monuments;
	6. The bearing and length of lines;
	7. Origin of meridian or basis of bearings;
	8. All parcels created by the division of land to be so designated as to the maximum number of primary dwelling units allowed on that parcel. This number shall be designated on each individual title;
	9. A title insurance report, confirming that the title to the land in the proposed subdivision is vested in the name of the owners whose signatures appear on the plat;
	10. A surveyor's certificate reading as follows, signed by the surveyor who prepared the final plat: "I, _____, registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of _____, 20__, through _____, 20__, that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."
	11. Textual declaration of the dedication when applicable.
	12. If an applicant voluntarily sets aside more than 25% of the site as designated open space, that fact shall be noted on the face of the final plat.
<b>ADDITIONAL REQUIREMENTS FOR SHORT SUBDIVISIONS</b>	
1. A disclaimer acknowledging the owners understanding that maintenance of roads remains with the lot owners, and reading: "Responsibility and expense for maintenance of streets serving lots within this short subdivision shall rest with the lot owners unless such roads have been accepted by the city";	
2. A declaration confirming that the property will not be further subdivided in violation of BIMC 17.08.020.H. Acceptable wording of this declaration: "Land in a short subdivision may not be further divided through a short	

<b>Table 3-3: Subdivision Submittal Requirements – Final Review</b>	
	<p>subdivision within a period of five years after the recording of the final short subdivision without meeting the standards of and being reviewed as a long subdivision pursuant to BIMC 2.16.160";</p> <p>3. The names and locations of adjacent subdivisions;</p> <p>4. Signature and date lines for certification by county treasurer that real property taxes are current;</p> <p>5. Signature and date lines for approval by the director;</p> <p>6. All conditions of approval, if applicable.</p>
	<p><b>ADDITIONAL REQUIREMENTS FOR LARGE LOT SUBDIVISIONS</b></p> <p>The declaration described in BIMC 2.16.080.L.</p>
<p><b>NOTE:</b> When appropriate, in accordance with RCW 36.70A.060, the final subdivision shall contain a notice that the subject property is on or within 300 feet of lands designated agricultural lands, forest lands or mineral resource lands.</p>	
<p><b>B. Additional Documents</b></p>	
	<p>1. The signatures of all owners of the real property within the boundaries of the subdivision;</p>
	<p>2. A road maintenance agreement in proper form unless such agreement is waived by the engineer;</p>
	<p>3. Perimeter lot closures for final review;</p>
	<p>4. A building site application per Kitsap County Health District, if applicable;</p>
	<p>5. A final open space management plan;</p>
	<p>6. Proposed restrictions or covenants running with the land when applicable.</p>

**J. MINOR ALTERATIONS TO SUBDIVISIONS (BIMC 2.16.070.O: AMENDMENT TO APPROVED SHORT SUBDIVISION, 2.16.080.N: AMENDMENT TO APPROVED LARGE LOT SUBDIVISION, AND 2.16.160.S: AMENDMENT TO APPROVED LONG SUBDIVISION)**

A minor alteration to an approved short, long, or large lot subdivision shall be submitted on the form prescribed by the department of planning and community development and shall be signed by the owners of all lots involved and submitted to the department together with all documentation, materials and a fee as established by the city council by resolution. A minor alteration includes, but is not limited to, alterations of homesite locations and/or open space usage.

1. The applicant shall submit the following:
  - a. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
  - b. A copy of the existing plat or open space plan, as applicable;
  - c. A scale drawing of the proposed plat or proposed open space plan, as applicable.
2. If the department determines that the application and information submitted with the application comply with the requirements of this code and all other laws, the department shall request that the applicant provide a revised plat mylar or open space plan for recording, that meet the requirements of the final plat for the application in the first instance.

**K. MINOR ADJUSTMENT TO AN APPROVED LAND USE PERMIT**

A minor adjustment to an approved land use permit, other than a plat, shall be submitted on the form prescribed by the department of planning and community development and shall be signed by the owners of all lots involved and submitted to the department together with all documentation, materials and a fee as established by the city council by resolution. A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities, but do not entail changes to the intensity or the character of the use. Any change other than a minor adjustment as listed above requires a major adjustment pursuant to section L.

1. The applicant shall submit the following:

- a. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
  - b. A copy of the existing plat or open space plan, as applicable;
  - c. A scale drawing of the proposed site plan, open space plan, or landscaping plan, as applicable.
2. If the department determines that the application and information submitted with the application comply with the requirements of this code and all other laws, the department shall request that the applicant provide a final site plan, landscape plan, or open space plan for approval, that meet the requirements of the application in the first instance.

#### **L. MAJOR ADJUSTMENTS TO AN APPROVED LAND USE PERMIT**

A major adjustment to an approved land use permit, other than a plat, shall be submitted on the form prescribed by the department of planning and community development and shall be signed by the owners of all lots involved and submitted to the department together with all documentation, materials and a fee as established by the city council by resolution. Major adjustments are those that modify the basic design, intensity, density, and/or use.

1. The applicant shall submit the following:
  - a. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
  - b. A copy of the existing site plan, open space plan, or landscaping plan as applicable;
  - c. A scale drawing of the proposed site plan, open space plan, or landscaping plan, as applicable.
2. The major adjustment shall follow the process required for the permit in the first instance, pursuant to BIMC Chapter 2.16, Land Use Review Procedures.

#### **M. REZONES, SITE-SPECIFIC AND AREA-WIDE (BIMC 2.16.140)**

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

1. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses. The statement should address topography, streets, adjacent land uses, and other pertinent factors that would justify the proposed rezone;
2. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;
3. A legal description of the property(ies) and tax lot number(s);
4. The names and addresses of all property owners; and
5. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

**N. LEGISLATIVE REVIEW OF DEVELOPMENT REGULATIONS (2.16.180)**

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

1. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);
2. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and
3. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

**O. HOUSING DESIGN DEMONSTRATION PROJECT (BIMC 2.16.020.Q)**

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

1. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge

Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted;

2. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans;
3. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit;
4. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, open space, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter;
5. Photographs of the subject and adjacent properties key to the site plan;
6. A landscape plan, including any planned removal and replanting;
7. A detailed description of any project phasing;
8. A description of how the proposed development is consistent with the surrounding neighborhood character;
9. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria;
10. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

**P. AGRICULTURAL RETAIL PLAN (BIMC 18.09.030.I.2 AND .3: AGRICULTURAL RETAIL, MINOR AND MAJOR)**

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

1. A site plan in compliance with the requirements in section C.1.a, including a delineation of specific use areas (pasture, heavy use area, etc.);
2. A farm plan, if required pursuant to BIMC 18.09.030.A.1.
3. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

**Q. HISTORIC PRESERVATION APPLICATION (BIMC 18.24: HISTORIC PRESERVATION PROGRAM)**

An application shall be made on forms prescribed by the department. The application shall contain the following:

1. A completed application form containing the signatures of all property owners.
2. A notarized Owner/Applicant agreement signed by all owners in the event the owners designate an agent to act in their stead.
3. An historical narrative that includes (if known): the date built or established, builder, owner, architect, architectural elements, and any information on known alterations, etc.
4. Written sources including books, magazines, newspapers, videos or movies used to research/establish significance, if available (please include in proper bibliographical form).
5. Oral histories/interviews, etc., used to research/establish significance, if available (please include in proper bibliographical form).
6. Copies of maps and photographs used in research, if available.
7. At least four (4) defining exterior photographs of the nominated property.

**R. COMPREHENSIVE PLAN AMENDMENTS (BIMC 2.16.190)**

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

1. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;
2. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;
3. A completed SEPA checklist including supplemental sheet for nonproject actions; and
4. Any other reports or studies identified during the preapplication conference. (Ord. 2006-13 § 4, 2006)

## PART 3: NOTICING

### A. NOTICING

1. The notice of application shall contain the following information:
  - a. Date of application, date of notice of complete application, and date of notice of application;
  - b. Applicant, agent, and project name;
  - c. Description of proposed project, location and street address if applicable;
  - d. Vicinity map;
  - e. Identification of requested permits, requested studies, other permits not included in the application and existing environmental documents pertaining to the proposal;
  - f. A statement of the date, time and place of any scheduled public hearing related to the application;
  - g. A statement of the 21-day comment period for non-SEPA projects and 14-day comment period for SEPA projects and any appeal rights;
  - h. Statements of the right for any person to comment on the application, receive notice of and participate in any public hearing, and request a copy of any decision; and
  - i. A statement of the preliminary determination, if any, of development regulations that will be used for project mitigation.
2. The public hearing notice shall contain the following information:
  - a. Applicant, agent and project name;
  - b. Name, telephone number, and email address of the lead staff;
  - c. Hearing date, time and place;
  - d. Location of the proposal and street address if applicable;
  - e. Brief description of the proposal and requested permit;
  - f. Vicinity map;
  - g. Citation of the code section requiring public hearing;
  - h. SEPA determination, if applicable;

- i. Procedures for public comment;
- j. Appeal procedures when appropriate;
- k. A brief description of the decision being appealed and the name of the appellant, if applicable; and
- l. A statement of who may participate in the appeal, if applicable.

## **PART 4: DEFINITIONS**

1. Composite Site Plan

A site plan that contains elements of the base map and elements of the proposed subdivision such as circle templates, community water or septic location (if applicable), open space provisions, and road and accessway location. Composite site plans are comprised of the assembly or printing of multiple overlay layers on the base map.

2. Conceptual Storm Water Plan

A preliminary plan prepared by a licensed civil engineer consistent with the standards contained within BIMC 15.20. The conceptual storm water plan shall describe the proposed methodology for storm water management on the subject property, and shall confirm that the proposed method is feasible for the site.

3. Health Officer

The county health officer unless the city employs its own health officer.

4. Road Maintenance Agreement

A covenant or other agreement that addresses the responsibility for road maintenance.

## **PART 5: APPENDICES**

### **APPENDIX 1: APPLICATION FEE SCHEDULE**

The most recent fee schedule is attached as adopted by council resolution.

## APPENDIX 2: SUGGESTED LANDSCAPE MATERIALS MATRIX

Table 18.15.010-3 provides a list of suggested plant materials recommended for use on Bainbridge Island. Additional plants may be added to this list as deemed appropriate by the department. Plants shall be selected based upon site-specific conditions that may affect plant growth such as sun exposure, soil types, shoreline conditions, adjacent site improvements, etc. Plant material selection shall be coordinated with utility company requirements to avoid conflicts.

Plant Materials Matrix		Type of Area or Need						
Suggested Species		Parking lot trees Landscape buffer areas Critical areas – Uplands Critical areas – Wetlands/streams Native species Drought resistant Shoreline Near utility lines						
<b>Large deciduous trees</b>								
Acer macrophyllum	Bigleaf Maple		X	X	X			
Acer rubrum species	Red Maple variety	X	X					X
Acer saccharum	Sugar Maple	X	X					
Acer platanoides species	Norway Maple variety	X	X					X
Alnus oregona	Red Alder		X	X	X	X		
Fagus sylvatica	European Beech	X					X	X
Fraxinus latifolia	Oregon Ash		X	X	X			
Gingko biloba 'Sentry'	Columnar Maidenhair	X					X	
Liquidambar styraciflua	American Sweet Gum	X	X				X	X
Liriodendron tulipifera	Tulip Tree	X						
Platanus x acerifolia	London Plane	X						
Populus trichocarpa	Black Cottonwood			X	X			
Quercus species	Oak variety	X	X				X	
Quercus robur 'Fastigiata'	Upright English Oak	X	X				X	X
Quercus rubra species	Eastern Red Oak	X	X				X	
Salix species	Willow variety			X	X			X
Tilia cordata	Littleleaf Linden	X	X					X
<b>Medium deciduous trees</b>								
Acer campestre	Hedge Maple	X					X	X
Betula species	Birch variety	X						
Carpinus betulus	European Hornbeam	X	X				X	X

<b>Plant Materials Matrix</b>		<b>Type of Area or Need</b>						
<b>Suggested Species</b>								
		<b>Parking lot trees</b>						
		<b>Landscape buffer areas</b>						
		<b>Critical areas – Uplands</b>						
		<b>Critical areas – Wetlands/streams</b>						
		<b>Native species</b>						
		<b>Drought resistant</b>						
		<b>Shoreline</b>						
		<b>Near utility lines</b>						
Cercidiphyllum japonicum	Katsura Tree	X						
Cornus species	Dogwood variety		X	X	X			
Fraxinus pennsylvanica 'Marshall'	Marshall's Seedless Ash	X	X			X		
Populus tremuloides	Quaking Aspen			X	X			
Prunus species	Flowering Cherry variety	X	X			X	X	
Pyrus calleryana species	Flowering Pear variety	X	X			X		
Zelkova serrata 'Village Green'	Sawleaf Zelkova	X	X					
<b>Small deciduous trees</b>								
Acer circinatum	Vine Maple	X	X	X	X			X
Acer davidii	David Maple	X						
Acer ginnala	Amur Maple	X	X				X	X
Acer palmatum	Japanese Maple	X						X
Amelanchier species	Serviceberry variety	X	X	X	X			X
Carpinus species	Hornbeam variety	X	X			X	X	
Cornus florida	Eastern Dogwood	X						X
Cornus kousa	Kousa Dogwood	X	X					X
Corylus cornuta californica	Western Hazelnut	X	X		X	X		X
Crataegus species	Hawthorn variety	X	X		X	X	X	X
Magnolia species	Magnolia variety	X	X				X	X
Malus species	Flowering Crabapple	X						X
Prunus species	Flowering Cherry Plum	X				X	X	X
Rhus typhina	Staghorn Sumac	X	X		X	X		X
Styrax japonica	Japanese Snowball	X						X
<b>Evergreen trees</b>								
Abies grandis	Grand Fir	X	X		X			
Cedrus deodara	Deodar Cedar	X				X	X	
Chamaecyparis lawsoniana	Port Orford Cedar	X	X		X	X	X	
Chamaecyparis nootkatensis	Alaska Cedar	X	X		X	X	X	
Calocedrus decurrens	Incense Cedar	X						
Picea sitchensis	Sitka Spruce	X		X	X		X	
Pinus contorta	Shore Pine	X	X	X		X	X	X
Pinus contorta latifolia	Lodgepole Pine	X				X	X	

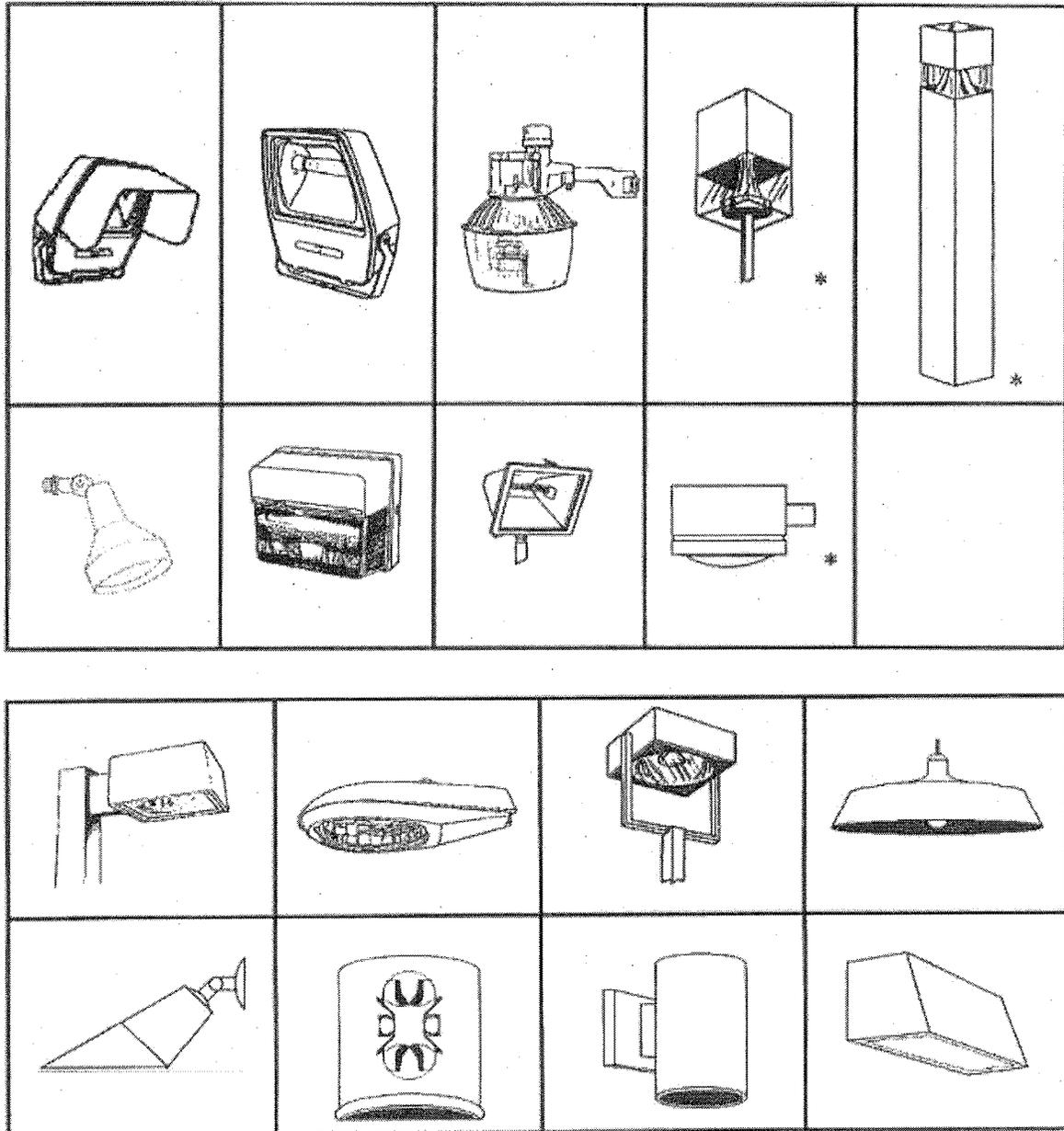
<b>Plant Materials Matrix</b>							
<b>Suggested Species</b>		<b>Type of Area or Need</b>					
		<b>Parking lot trees</b>					
		<b>Landscape buffer areas</b>					
		<b>Critical areas – Uplands</b>					
		<b>Critical areas – Wetlands/streams</b>					
		<b>Native species</b>					
		<b>Drought resistant</b>					
		<b>Shoreline</b>					
		<b>Near utility lines</b>					
Pinus densiflora	Japanese Red Pine	X			X		
Pinus monticola	Western White Pine	X	X		X	X	
Pinus nigra	Austrian Black Pine	X	X			X	X
Pinus ponderosa	Ponderosa Pine	X			X		
Pinus sylvestris	Scotch Pine	X	X			X	X
Pinus thunbergii	Japanese Black Pine	X			X	X	
Pseudotsuga menziesii	Douglas Fir	X	X		X	X	X
Sequoiadendron sempervirens	Coastal Sequoia	X					X
Taxus brevifolia	Western Yew	X	X	X			X
Thuja plicata	Western Red Cedar	X	X	X			
Tsuga heterophylla	Western Hemlock	X	X	X	X		
<b>Deciduous shrubs</b>							
Amelanchier alnifolia	Western Serviceberry	X	X	X	X		X
Berberis species	Barberry variety	X				X	
Callicarpa japonica	Japanese Beautyberry	X					
Cornus stolonifera	Red-Osier Dogwood	X	X	X	X		X
Enkianthus campanulatus	Red-Veined Enkianthus	X					
Elaeagnus species	Elaeagnus variety	X				X	X
Euonymus alata 'Compacta'	Winged Eunymus	X					X
Hamamelis mollis	Chinese Witch Hazel	X					
Holodiscus discolor	Ocean Spray		X	X	X	X	X
Hydrangea lacecap varieties	Lacecap Hydrangea	X					
Potentilla fruticosa	Potentilla	X				X	X
Physocarpus capitatus	Pacific Ninebark			X	X		
Rhamnus purshiana	Cascara Sagrada		X	X	X		
Ribes sanguineum	Red-Flowering Currant		X	X	X		
Rosa nutkana	Nootka Rose		X	X	X		X
Rosa rugosa	Rugosa Rose	X				X	X
Rubus parviflorus	Thimbleberry	X	X	X	X		
Rubus spectabilis	Salmonberry	X	X	X	X		X
Salix species	Willow variety			X	X		X
Sambucus racemosa	Red Elderberry		X	X	X		X
Spiraea species	Spiraea variety			X	X	X	X

<b>Plant Materials Matrix</b>								
<b>Suggested Species</b>		<b>Type of Area or Need</b>						
		<b>Parking lot trees</b>						
		<b>Landscape buffer areas</b>						
		<b>Critical areas – Uplands</b>						
		<b>Critical areas – Wetlands/streams</b>						
		<b>Native species</b>						
		<b>Drought resistant</b>						
		<b>Shoreline</b>						
		<b>Near utility lines</b>						
Symphoricarpos albus	Snowberry		X		X	X		
Syringa vulgaris cultivars	Lilacs	X					X	
Vaccinium parvifolium	Red Huckleberry			X	X			
Viburnum x burkwoodii	Burkwood Viburnum	X					X	
<b>Evergreen shrubs</b>								
Arbutus unedo	Strawberry Tree	X				X	X	X
Cotoneaster species	Cotoneaster variety	X				X	X	
Ilex crenata	Japanese Holly	X						
Kalmia latifolia	Mountain Laurel	X						
Ligustrum japonicum	Japanese Privet	X						
Myrica californica	Pacific Wax Myrtle	X	X	X	X	X	X	
Umbellularia californica	California Bay Laurel	X	X			X	X	X
Osmarea x burkwoodii	Burkwood Osmarea	X				X		
Osmanthus delavayi	Delavay Osmanthus	X				X	X	
Photinia frazeri	Japanese Photinia	X				X	X	
Pieris floribunda	Mountain Pieris	X					X	
Pieris japonica	Japanese Pieris	X					X	
Prunus lusitanica	Portuguese Laurel	X				X		
Pinus mugo	Mugho Pine	X				X	X	
Rhododendron species and hybrids	Rhododendrons and Azaleas	X	X		X		X	
Vaccinium ovatum	Evergreen Huckleberry	X	X	X	X		X	
Viburnum sinus species	Laurustinus variety	X				X	X	
Cornus alba 'Sibirica'	Siberian Dogwood							
<b>Groundcovers</b>								
Arctostaphylos uva-ursi	Kinnikinnick	X	X			X	X	X
Berberis nervosa	Cascade Mahonia	X	X			X	X	
Calluna vulgaris	Scotch Heather	X					X	
Ceanothus gloriosus	Point Reyes Ceanothus	X				X	X	
Cotoneaster microphyllus 'Cochleatus'	Rockspray Cotoneaster	X				X	X	
Erica carnea	Winter Heath	X					X	
Erica x darleyensis	Mediterranean Heather	X						
Euonymus fortunei	Winter Creeper Euonymus	X					X	

<b>Plant Materials Matrix</b>								
<b>Suggested Species</b>		<b>Type of Area or Need</b>						
		<b>Parking lot trees</b>						
		<b>Landscape buffer areas</b>						
		<b>Critical areas – Uplands</b>						
		<b>Critical areas – Wetlands/streams</b>						
		<b>Native species</b>						
		<b>Drought resistant</b>						
		<b>Shoreline</b>						
		<b>Near utility lines</b>						
Gaultheria shallon	Salal	X	X	X	X	X	X	
Hypericum calycinum	St Johnswart	X					X	
Ilex crenata varieties and cultivars	Japanese Holly	X						
Mahonia species	Mahonia variety	X					X	
Pachysandra terminalis	Japanese Spurge	X				X		
Sarcococca hookerana	Sarcococca	X						
Vinca minor	Periwinkle	X				X	X	
Source: Hough, Beck & Baird Inc.								

(Ord. 98-20 § 13, 1998; Ord. 96-09 § 2, 1996)

**APPENDIX 3: LIGHTING ILLUSTRATIONS**



## **APPENDIX 4: APPLICATION FORMS**

The most recent application forms are attached.

## **APPENDIX 5: SUPPORTING DOCUMENTS**

The most recent supporting documents (e.g., landscaping performance agreement) are attached.