



CITY OF
BAINBRIDGE ISLAND

ADMINISTRATIVE MANUAL

PLANNING PERMIT SUBMITTAL REQUIREMENTS

Department of Planning and Community Development
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Introduction

This Administrative Manual is designed to supplement the permit processes described in the land use, zoning, and environmental sections of the City of Bainbridge Island Municipal Code (BIMC). 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 BIMC.

The [Master Land Use Application](#) is required to be submitted with each of the land use permits discussed herein. Please see the application for the number of copies for specific permits. A land use permit shall not be considered complete until the required application, [fee](#) and all supporting materials are submitted to the department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The director may waive specific submittal requirements determined to be unnecessary for review of an application. Most applications also require a separate fee for the Kitsap Health District.

The City's current [Fee Schedule](#) and [Master Land Use Application](#) can be viewed and downloaded from the City's website.

GENERAL SUBMITTAL REQUIREMENTS

Basic Site Plan

The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public:

City Resources

Municipal Code

Public GIS

County Resources

Auditor's Records

Assessor Records

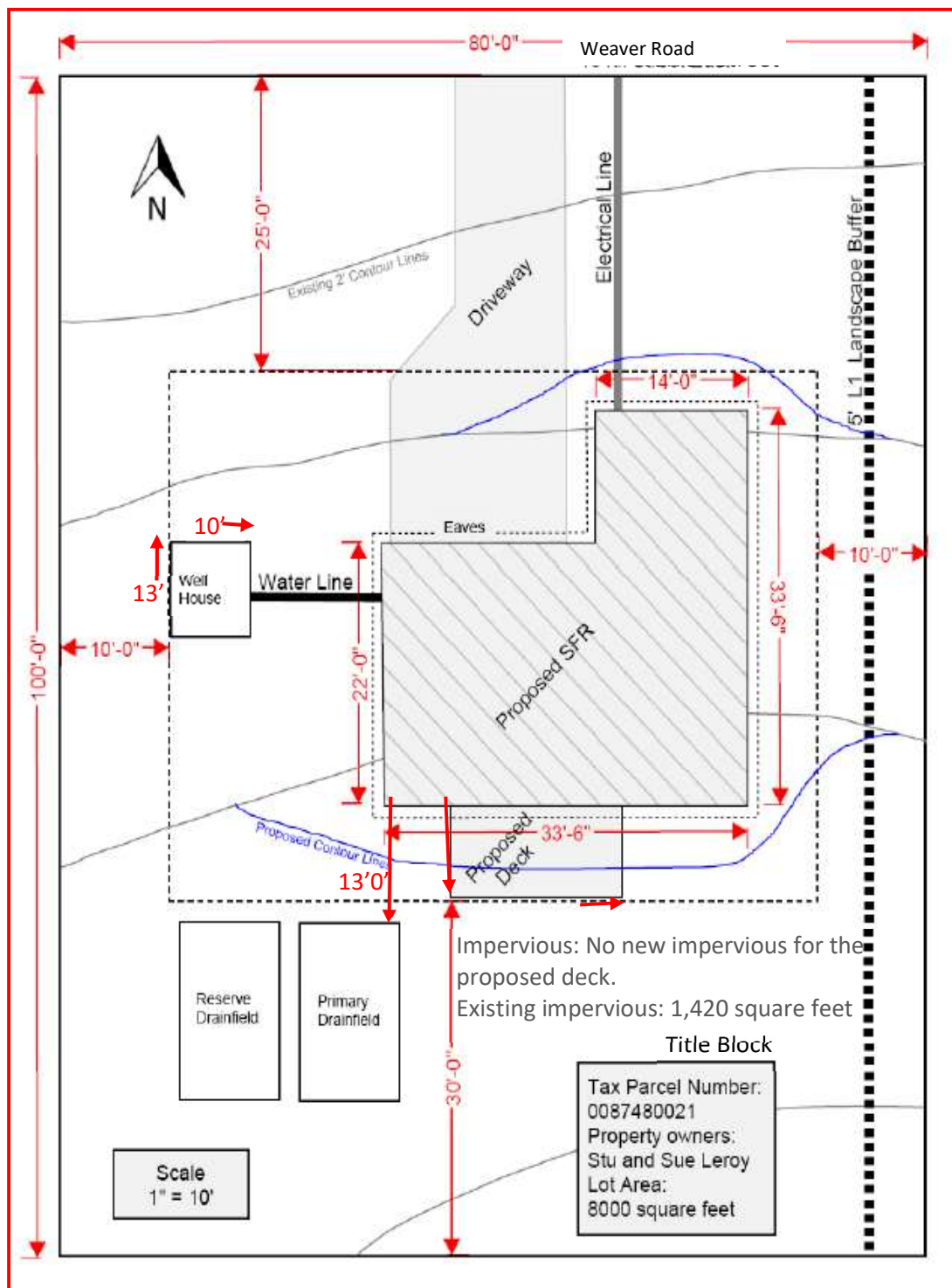
Public Health District

Well / Septic Records

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ Title block: Project name; owner name; site address, tax parcel number; subdivision name
- ☐ North arrow
- ☐ Vicinity map
- ☐ Quarter section, township and range
- ☐ Depict the entire property and the area within 150 foot radius of the property
- ☐ Zoning / Comprehensive Plan designation
- ☐ Property boundaries (bold line)
- ☐ Lot size and lot area (BIMC 18.12.050)
- ☐ Easements: Include access, utility, other (e.g. use easements, conservation easements)
- ☐ Zoning setbacks or subdivision setbacks / buffers (as applicable)
- ☐ Contour lines at five foot intervals (existing and proposed)
- ☐ Critical areas and their buffers / setbacks: Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater, floodplain, wetlands, streams
- ☐ **Aquifer Recharge Protection Area, if required**
- ☐ Shoreline jurisdiction: Include OHWM, shoreline structure and side yard setback, shoreline buffer Zones 1 & 2, areas of native vegetation, location and size of significant trees
- ☐ Vegetation protection areas (e.g. "no-build zones", landscape buffers, designated wildlife corridor)
- ☐ Exterior dimensions of all existing and proposed structures: Clearly differentiate between existing and proposed. Label each structure by its use (e.g. garage, landscape / retaining wall, eave, fence, mechanical equipment)
- ☐ Impervious surface areas (existing and proposed): Label and dimension each area (e.g. building, driveway, parking area, patio)
- ☐ Area of disturbance: Area expected to be disturbed by construction and vegetation retention area
- ☐ Stormwater facility: Location / management method (e.g. dispersion, infiltration, detention)
- ☐ Sewer / septic system facility: Include lines, primary and reserve drainfields and setbacks*
- ☐ Water / well facility: Include lines, water meters, well house, well protection area
- ☐ Other facilities: Include power lines, generators, propane tanks, heat pumps, solar

- Historically significant structures on or adjacent to the property (e.g. constructed over 50 years ago or listed on the local or national historic register)
- Access to the property (existing and proposed): Dimension adjacent rights-of-way / access easements and driving surface width. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails) and bus stops.

Sample Site Plan



Utilities Plan

- ☐ Minor (abbreviated) drainage plan for proposals that do not require engineered plans

OR

- ☐ Engineered preliminary drainage plans
- ☐ Engineered preliminary drainage report

AND

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
 - ☐ Engineer's scale, for example: 1 inch = 20 feet
 - ☐ Location of stormwater facilities
 - ☐ Management method (e.g. dispersion, infiltration, detention)
 - ☐ Existing and proposed structures and improvements on the subject property including:
 - ☐ Driveways
 - ☐ Parking areas
 - ☐ Parking space (dimensioned)
 - ☐ Solid waste facility (dimensioned)
 - ☐ Landscape / retaining walls
 - ☐ Fences
 - ☐ Mechanical equipment
 - ☐ Existing and proposed utilities on the subject property including:
 - ☐ Wells / well head protection areas
 - ☐ Water / Sewer lines
 - ☐ Drainfields (primary and reserve)
 - ☐ Septic system setbacks (Health District)
 - ☐ Power lines, utility poles, telecommunication facilities
 - ☐ Existing and proposed structures / utilities within 150 feet of the property including:
 - ☐ Wells / well head protection areas
 - ☐ Water / Sewer lines
 - ☐ Fire hydrants
 - ☐ Adjacent streets
 - ☐ Adjacent right-of-way with road classification
 - ☐ Existing and proposed right-of-way width
 - ☐ Existing driving surface width and type (e.g. gravel, asphalt, pervious concrete)
 - ☐ Roadside facilities (e.g. shoulder, ditch)
 - ☐ Non-motorized facilities width and type (e.g. sidewalks, trails)

Low Impact Development (LID) Site Assessment

The Low Impact Development (LID) Site Assessment shall be performed in accordance with the City's adopted LID manual. See Chapter 2 of *Low Impact Development Technical Guidance Manual For Puget Sound* for a full description of the requirements of a site assessment. The assessment shall include the following information and shall be proportionate in detail and scope to the level of development:

A. Stormwater Site Plan (SSP)

- ☐ Existing public/private development and utility infrastructure on and adjacent to site
- ☐ Minor hydrologic features including seeps, springs, closed depression areas and swales
- ☐ Major hydrologic features including streams, wetlands, waterbodies, and buffers
- ☐ Flood hazards
- ☐ Geologic hazards and buffers
- ☐ Aquifer and wellhead protection areas
- ☐ Topographic features that may act as natural stormwater storage, infiltration, or conveyance
- ☐ Existing vegetation, land cover, and trees
- ☐ Contours at 2-foot intervals up to 10% slope, 5-foot intervals over 10% up to 20%, 10-foot intervals for slopes 20% or greater
- ☐ Soil and subsurface hydrology characterization
- ☐ Identified native forest and soil protection areas
- ☐ Potential access points

Additional supporting information for the LID assessment includes:

- B. Soils report prepared by a certified soil scientist, professional engineer, geologist, hydrogeologist or engineering geologist registered in the State of Washington or suitably trained persons working under the supervision of the above professionals or by a locally licensed on-site sewage designer.

Landscape Plan

A Landscape Plan shall be prepared by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper and a certified arborist (when required) and include the following information at the time of land use permit application. Minimum specifications for the Landscape Plan sheets listed below.

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
 - ☐ Engineer's scale, for example: 1 inch = 20 feet
 - ☐ North arrow
 - ☐ Title block: Project name; site address, tax parcel number;
 - ☐ Property boundaries (bold line)
- A. Tree and Vegetation Retention Plan. The applicant shall submit a tree and vegetation retention plan, concurrent with applicable permit application in order to demonstrate compliance with BIMC Section 18.15.010. 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 (see section 3 below) and shall consist of:
1. 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. The survey needs to include enough information about existing trees on a property to demonstrate compliance with section BIMC Section 18.15.010.G *Total Site Tree Unit Requirements* (if applicable). New planting may be required to meet these requirements (see section 3 below).
 2. 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
 3. A development site plan identifying size and species of the trees and tree stands, as defined in BIMC [18.15.010.C](#), heritage trees, or other existing vegetation that are proposed to be retained.
 4. The International Society of Arboriculture (ISA) valuation for trees:
 - a. Required to be retained for development projects in the R-2.9, R-3.5, R-4.3, R-8, R-14, Mixed Use Town Center (MUTC), High School Road, and Neighborhood Service Center Districts; and
 - b. In all zones where the critical root zone of a tree required to be retained may be impacted by clearing, grading construction, development, or maintenance; and
 5. An analysis prepared by an certified arborist about long-term health and/or viability for trees that will be on the edge of the developed area and "post development" tree

health for trees requested for removal in roadside or perimeter buffers. This analysis should also address protection during construction (see below).

6. Protection during construction strategies for trees and vegetation to be retained.
- B. Description of how the tree retention plan and planting plan meet the *Total Site Tree Unit Requirements*, pursuant to BIMC 18.15.010.G, if applicable.
- 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:
1. 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;
 2. Property boundaries, easements, and ownership as set forth in the legal description;
 3. Existing and proposed grades of at least five-foot intervals;
 4. Rights-of-way, setbacks, streets and utilities within the subject property;
 5. All proposed construction and planting and any future construction and planting that is not included in the application;
 6. Location of all existing and proposed buildings, structures, utilities and improvements within the property; and
 7. 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).
 8. Vegetation clearing strategies;
 9. Topsoil protection and reuse strategies, including limiting compaction during construction;
 10. Native soil amendment strategies;
 11. Planting times and physical limits of construction; and
 12. Areas that require temporary or permanent irrigation.

Preapplication Conference

- A. Basic Site Plan
- B. Conceptual Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Conceptual Utilities Plan
- D. Conceptual Low Impact Development (LID) Site Assessment
- E. Additional requirements for preapplication review of Short Plats and Subdivisions
 - 1. Lot area of each existing and resultant lot (BIMC 18.12.050.J)
 - 2. Proposed covenants or restrictions
 - 3. Site plan – additional requirements
 - a. Separate sheets depicting existing and resultant conditions
 - b. Zoning and Comprehensive Plan designation for subject and adjacent properties
 - c. Shoreline upland / water environment for subject and adjacent properties
 - d. Proposed method to meet fire flow requirements
 - e. Names and locations of adjacent subdivisions;
 - f. Required roadside landscape buffers
 - g. Flexible Lot Design (Open Space or Cluster): Open space consistent with requirements of BIMC 17.12 or landscape perimeter buffers (BIMC 18.15) and homesite areas
- F. Additional requirements for Design Review Board preapplication review (e.g. HDDP, Site Plan and Design Review, and Conditional Use permits)
 - 1. Project vision summary
 - 2. Design Guideline Checklist(s)
 - 3. Conceptual floor plan with estimated commercial and residential square footage
 - 4. Aerial and streetscape photographs with streets and site boundaries labeled
 - 5. Site plan - additional requirements
 - a. Proposed structure footprints
 - b. Proposed structure entrances
 - c. Proposed location and description of mechanical equipment
 - d. Proposed location of trash / recycling structures

- e. Proposed location of accessory structures
- 6. Preliminary sections: Transverse and longitudinal site sections extending to adjacent buildings within 100 feet of property; section through the most critical area of the structure(s) with property lines, floor to floor heights, overall height, and spot elevations
- 7. Preliminary Elevations: Main elevations of each structure and of adjacent structures; material and color selections; mechanical screens and venting locations
- 8. Optional but strongly recommended
 - a. Renderings: Eye level perspective from major street location; aerial perspective depicting entire project and adjacent buildings in context
 - b. Exterior Lighting Plan: Location and indication of light spillage at night.

Administrative Code Interpretation Request

The director has the authority to provide interpretations of provisions, uses, or definitions in BIMC Titles 16, 17 and 18 and related provisions in BIMC Title 2, and will make these interpretations available to the public. Any person may apply to the director for an interpretation of any provision in these titles. The director shall provide the interpretation taking into account consistency with the comprehensive plan, the nature of the definition or use, and its relationship to the code and its potential impacts, such as:

- A. Whether it involves dwelling units; sales; processing; type of product, storage and amount;
- B. Enclosed or open storage;
- C. Anticipated employment;
- D. Transportation requirements;
- E. Excessive noise, odor, fumes, dust, toxic material, light, glare, and vibration likely to be generated; and
- F. The general requirements for public utilities such as water and sanitary sewer.

The authority to provide an interpretation does not include the authority to add a new permitted ("P") or conditional ("C") use to the use table in BIMC 18.09.020. The director's interpretation is subject to appeal pursuant to BIMC 2.16.020.P.1.

Adjustments to Approved Land Use Permits (Minor & Major)

NOTE: This permit does not apply to subdivisions- see Subdivision Adjustment and Amendment section.

A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities which does not change the intensity or the character of the use.

A major adjustment include those that modify the basic design, intensity, density and / or use.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Copy of the approved plan (e.g. open space plan, landscaping plan)
- E. 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;
- F. Authorization of all owners of all lots involved in the change.

Revisions to Land Use Permits

A revision is required when there are proposed changes to a project after the application has been submitted, but has not been approved. This may arise due to differences between the original proposal and application submittals to actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved. Please check with your planner prior to submitting revisions, an intake appointment may be required. All submittal requirements applicable to the original application, including number of copies, are required for revisions. Revisions may be subject to additional fees.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Revision documents that clearly identify the proposed change, including a description of the proposed change.
- E. Analysis of how the change complies with decision criteria of the approved application in the first instance (if applicable)
- F. Authorization of all owners of all lots involved in the change.

Zoning Permit Applications

Site Plan and Design Review (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Low Impact Development (LID) Site Assessment
- D. Landscape Plan
- E. Preapplication conference summary (if applicable)
- F. Public participation meeting summary (if applicable)
- G. State Environmental Policy Act (SEPA) checklist (if applicable)
- H. Terms, conditions, covenants, and agreements under which the subject property is bound
- I. Traffic analysis (if applicable)
- J. Design guideline checklists
- K. Narrative: A complete and detailed written statement describing the proposal, including:
 - 1. Intended use of the land
 - 2. Phasing, including the phasing of on- and off-site improvements
 - 3. Sequence and timing of the proposed development
 - 4. Proposed land ownership
 - 5. Commercial and residential components of the project
 - 6. Addressing the decision criteria per BIMC 2.16.040 E
- L. Documentation of Kitsap Public Health District Concurrent Review, if not on public sewer and water;
- M. Non-binding Water and Sewer availability letters (availability and phasing of system extensions)
- N. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- O. Architectural drawings, including floor plans, uses, building elevations, building sections, and roof plans;
- P. Analysis of how the project meets design guidelines-Design Guidelines Checklists, if applicable;

- Q. Description of proposed stormwater management system and maintenance and operation. See also Utilities Plan.
- R. Description of any facilities planned for public dedication, e.g. sewage disposal system, roads, non-motorized facilities, utility lines and facilities, parks or open space.
- S. 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;
- T. For developments within the Business/Industrial (B/I) district, designated open space areas required pursuant to BIMC 18.06.060.C.1; and
- U. 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.
- V. A survey may be required depending on project complexity; and
- W. Design Review Board (DRB) Final Design Review (as applicable)

The Final Design Review is the last review by the DRB. It is presented after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design. When the planner determines the required exhibits are complete, he will assign a date for the Final Project Review. The purpose of the final project review is to review a proposed project for compliance with applicable design guidelines, and to ensure that the project reflects any revisions recommended by the DRB at the pre-application review.

The Design Review Board reviews the application materials electronically member. The DRB comments and recommendations are based on how the exhibits and drawings incorporate or interpret the design guidelines. The applicant will present the project using appropriate size graphics for the whole Board to see, either on minimum 24 x 36 boards or using a projector and screen. Optional but strongly recommended items are so indicated:

1. Final Project Vision Summary, incorporating DRB pre-application comments, and Design Guideline Checklist;
2. Final Context Analysis includes:
 - a. Aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
 - b. Vicinity map showing existing conditions including adjacent structures, uses and zoning.
3. Final Sections includes:

- b. Final transverse and longitudinal sections through the entire site extending 100 feet past the property line to adjacent buildings or buildings across a roadway.
 - b. Final transverse and longitudinal sections through each structure with property lines, floor to floor heights, overall height, and spot elevations noted.
- 4. Final Elevations include:
 - a. Final elevations of each structure including exterior mechanical screens, venting locations and adjacent structures in context.
 - b. Final material board and color notes as needed for clarification.
 - c. Scale figures and transparent street trees or planned landscaping. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
 - d. Shadows should clarify modulation. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
- 5. Final Renderings are **OPTIONAL, BUT STRONGLY RECOMMENDED*
 - a. Eye level perspective renderings from two opposite street locations.
 - b. At least one depicting entire project with adjacent buildings in context
- 6. Final Exterior Lighting Plan includes descriptions, images, color and finish of selected features.
- 7. Any other graphics requested during the Preliminary Site Plan Review.

Conditional Use Permit (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Low Impact Development (LID) Site Assessment
- D. Landscape Plan
- E. State Environmental Policy Act (SEPA) checklist (if applicable)
- F. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development;
- G. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- H. Affidavit of ownership or agreement to work on the owner's behalf;
- I. Land dedicated for park and recreational facilities, if applicable;

- J. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting.
- K. Written statement describing how the application meets all applicable decision criteria;
- L. Institutional development in residential zones shall submit the following items:
 - 1. A traffic report, showing the effects on level of service (LOS) on affected roads;
 - 2. A fencing plan or alternative methods to protect the public health, safety and welfare
 - 3. Vehicular, pedestrian, and bicycle access and site circulation
 - 4. Commercial/Mixed Use Design Guidelines Checklist BIMC [18.18.030.C](#)

Variance (Major & Minor)

- A. Basic Site Plan
- B. State Environmental Policy Act (SEPA) checklist (if applicable)
- C. Terms, conditions, covenants, and agreements under which the subject property is bound
- D. Narrative: A complete and detailed written statement describing the proposal, including:
 - 1. Reason for the variance request
 - 2. Detailed description of how the proposal will meet the decision criteria
 - 3. Visual impacts of proposed structures, including proposed screening

Housing Design Demonstration Project

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:

- A. 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;

- B. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans;
- C. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit;
- D. 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;
- E. Photographs of the subject and adjacent properties key to the basic site plan;
- F. Landscape Plan
- G. A detailed description of any project phasing;
- H. A description of how the proposed development is consistent with the surrounding neighborhood character;
- I. 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;
- J. 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.

Sign Permit

- A. Basic site plan
 - 1. Position of buildings
 - 2. Landscaped areas
 - 3. Sign configuration
 - 4. Sign size
 - 5. Sign elevation
- B. [Sign permit worksheet](#)
- C. Drawing or photo of proposed sign(s) including dimensions and height above ground.
- D. Engineering specifications (if applicable).

Wireless Communication Facility Permit (WCF)

A. Basic Site Plan

1. Additional requirements

- a. Location, elevation and dimensions of existing facility components
- b. Location, elevation and dimensions of proposed facility components
- c. Existing and proposed site grade
- d. Area of ground disturbance for construction activities
- e. Primary viewshed of the proposed WCF
- f. Proposed height
- g. Coverage area at proposed height (may be inset map or on separate sheet)
- h. Inventory of WCF sites in or within a one mile radius of the City that are operated by the applicant

B. Landscape Plan

1. Additional landscape plan information required

- a. Type and location of vegetation screen of WCF components in viewshed context
- b. Height of vegetation screen at maturity (e.g. monopole / tower 2/3 height screening)
- c. Type and location of topographic or structural screening (e.g. wall, fencing)
- d. WCF paint / camouflage color scheme in viewshed context
- e. Security fencing height, vegetation screening and paint/ camouflage screening

C. Detail drawing: antenna, support structure and any protrusion from the support structure, transmission device, equipment shelter

D. Photo / visual simulations of the proposal from affected properties and public rights-of-way at varying distances

E. Narrative:

1. An explanation of the need for the proposed WCF
2. Location priority analysis (e.g. co-location vs. commercial building)
3. Height and design of WCF sites in or within one mile of the City
4. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)

5. Feasibility of underground location for equipment facilities
6. Equipment noise evaluation (e.g. dB at nearest property line)
- F. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations
- G. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- H. Additional information required for:
 1. Tower modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction / electrical / safety codes including: number and types of antennas the tower can support, basis for capacity calculation, statement that the proposal complies with applicable FCC guidelines and standards
 - b. Base station modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction / electrical / safety codes
 - c. Applications for facilities other than Facility I or II
 - a. Documentation of efforts to co-locate on existing facilities

Wireless Eligible Facilities Modification Permit (EFM)

- A. Basic Site Plan
 1. Site plan additional requirements
 - a. Location, elevation and dimensions of existing facility components
 - b. Location, elevation and dimensions of proposed facility components
 - c. Area of ground disturbance for construction activities
 - d. Existing and proposed site grade
- B. Landscape Plan
 1. Additional landscape plan information required
 - a. Type and location of vegetation screen of WCF components in viewshed context
 - b. Height of vegetation screen at maturity (e.g. monopole / tower 2/3 height screening)
 - d. Type and location of topographic or structural screening (e.g. wall, fencing)

- e. WCF paint / camouflage color scheme in viewshed context
 - f. Security fencing height, vegetation screening and paint/ camouflage screening
- C. Detail drawing: antenna, support structure and any protrusion from the support structure, transmission device, equipment shelter
- D. Photo / visual simulations of the proposal from affected properties and public rights-of-way at varying distances
- E. Assertion that the proposal is subject to review under Section 6409 of the Spectrum Act
- F. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- G. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations
- H. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- I. Additional information required for:
 - 1. Tower modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction / electrical / safety codes including: number and types of antennas the tower can support, basis for capacity calculation, statement that the proposal complies with applicable FCC guidelines and standards
 - 2. Base station modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction / electrical / safety codes
 - 3. Height increase
 - a. Detail record drawings / as-built plans showing the greater of the constructed height or the height approved by the City prior to passage of the Spectrum Act
 - 4. Modification involving hardening through structural enhancement
 - a. Geotechnical report demonstrating the enhancement is necessary

Subdivision Applications

Boundary Line Adjustment

- A. Basic Site Plan
- B. Survey drawing
 1. Conventional scale and prepared by a surveyor licensed in the State of Washington
 2. Separate sheets depicting existing conditions and resultant conditions
 3. Zoning and Comprehensive Plan designation
 4. Shoreline upland and water environment designations
 5. Proposed method to meet fire flow requirements
 6. Names and locations of adjacent subdivisions
 7. Gross lot size (in square feet) of each existing and resultant lot
 8. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
 9. Zoning or subdivision setbacks, as applicable
 10. Ordinary High Water Mark
 11. Required critical areas, their buffers and setbacks
 12. Required vegetation buffers
- C. Existing and proposed terms, conditions, covenants, and agreements on the subject property
- D. Perimeter lot closures for each existing and resultant lot
- E. Title report dated not more than six months prior to application
- F. Property legal description
- G. Draft agreements (e.g. use easement, road maintenance agreement)
- H. Water and sewer availability letters (public water / sewer) for each resultant lot
- I. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report / assessment

Preliminary Subdivision (Short Plat / Long /Large Lot)

- A. Basic Site Plan
- B. Utilities Plan
- C. Low Impact Development (LID) Site Assessment
- D. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- E. Preliminary Plat
 - 1. Conventional scale and prepared by a surveyor licensed in the State of Washington
 - 2. Separate sheets depicting existing conditions and resultant conditions
 - 3. Zoning and Comprehensive Plan designation
 - 4. Shoreline upland and water environment designations
 - 5. Proposed method to meet fire flow requirements
 - 6. Names and locations of adjacent subdivisions
 - 7. Gross lot size (in square feet) of each existing and resultant lot
 - 8. Area (in square feet) dedicated to open space (if applicable)
 - 9. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
 - 10. Flexible lot setbacks
 - 11. Required critical areas, their buffers and setbacks
 - 12. Aquifer Recharge Protection Area, if required
 - 13. Required roadside landscape buffers
 - 14. Proposed Flexible Lot Design (Open Space or Cluster)
 - a. Proposed lot lines and homesite locations
 - b. Open space areas or landscape perimeter buffers
- F. State Environmental Policy Act (SEPA) checklist (if applicable)
- G. Existing and proposed terms, conditions, covenants, and agreements on the subject property
- H. Preapplication conference summary letter
- I. Perimeter lot closures for each existing and resultant lot
- J. Title report dated not more than six months prior to application
- K. Property legal description
- L. Draft agreements (e.g. Open Space Management Plan, road maintenance agreement)
- M. Non-binding water and sewer availability letters (for public water / sewer) for each lot
- N. Traffic impact analysis / application for traffic concurrency or concurrency statement
- O. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report / assessment; Shoreline Site Specific Analysis; DNR Forestry permit; Habitat Management Plan
- P. Other special submittal requirements identified in the pre-application conference summary

Plat Utility Permit (All Subdivisions)

Construction plan submittal requirements to obtain a plat utility permit for civil improvements associated with a short- or long-subdivisions are found in [City of Bainbridge Island Design and Construction Standards manual](#). The plan requirements and definitions differ from those in the administrative manual. Please review the specific requirements with the assigned City project engineer for large/complex projects.

- A. Construction Plans - Full-scale drawings on 24-inch by 36-inch paper with margins set to provide half-scale drawings on 11-inch x 17- inch paper.

General Plan Requirements:

- ☐ North shall be shown up or to the left on the plans, and in no case will north be shown in opposing directions on the same or connecting sheets.
- ☐ A vicinity map shall be located on the drawing. The scale shall be 1 inch = 1000 feet and with an approximate one square mile with the project site approximately centered. A scale at least 1 inch long shall be drawn on the map. A North arrow shall be on the map. The site address shall be shown below the vicinity map.
- ☐ City datum with city-established benchmark (BM) number and elevation. BM information is available from the city's right-of-way specialist.
- ☐ A detailed description of the site, including lot number, quarter section, township and range, unless otherwise noted by the city engineer.
- ☐ Current zoning of site and of adjacent properties.
- ☐ Lot size(s) with perimeter distances and bearings of the site shown on the plan.
- ☐ Project name in the title block.
- ☐ Owner/developer name, address, and phone number in the title block.
- ☐ Design engineer's name, address, and phone number in the title block.
- ☐ Boundary and topographic survey of existing conditions with a contour interval of no less than 5 feet (no less than 10 feet for Large Lot Subdivisions)
- ☐ Proposed and existing rights-of-way and easements shall be clearly identified and dimensioned. New public utility easements shall be a minimum of 20 feet in width. Utilities shall be centered in the easement. Show Kitsap County recording numbers for all existing easements.
- ☐ All pertinent existing and finish elevations.
- ☐ Existing natural drainage ways such as swales, ditches, etc. Path of flow with arrows and elevations.
- ☐ Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas.
- ☐ Limits and elevations of 100-Year Floodplain, including delineation of the floodway and flood fringe.
- ☐ General plan notes consistent with the Standards shall be shown on the plan.

On-site plans for private property improvements shall have vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 50 feet. Profiles, where required, may be drawn on plan sheets.

Off-site plans for public dedication of improvements (i.e. water, sewer, storm drainage, and streets) shall have a vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 40 feet. All off-site plans shall have the corresponding plan/profiles on the same sheet.

Five copies of the construction drawing set are required.

A digital set in PDF or TIFF format shall be included with the application.

See the applicable Standards for plan requirements in the DCS Manual or the applicable zoning code requirements

Plans may be incorporated on the same sheet where clarity is not affected.

Specific Plan Requirements:

- ☐ Preliminary conditions of approval
- ☐ Grading, Drainage, and Erosion and Sediment Control (GDESC) Plan
- ☐ Street plan or plat road plan
- ☐ Parking plan
- ☐ Utility plan (water, sewer, and dry/franchise utility location and coordination)
- ☐ Significant tree/tree retention plan.
- ☐ Open space management plan, where applicable.
- ☐ Landscaping plan.

B. Reports and Supporting Documentation/Calculations

- ☐ Stormwater management report consistent with BIMC 15.20 and the current adopted Stormwater and Low Impact Development manuals.
- ☐ Drainage design calculations.
- ☐ Soil logs and infiltration rate determination, where applicable.
- ☐ Geotechnical report, where applicable.
- ☐ Domestic (multi-family), commercial and fire flow calculations.
- ☐ Sewer conveyance calculations

C. Facilities (Water, Sewer, Storm Water and Streets) Extension Agreement Application

- ☐ Application shall indicate whether a latecomer reimbursement will be requested.
- ☐ Drawings shall be submitted showing generally the proposed location, type, and size of the utility or street improvements

The extension agreement application shall be completed by the owner and submitted with the applicable processing fee consistent with BIMC 13.32.

Final Short Plat / Subdivision

- A. Plat Utilities Plan (engineered drainage plan / report or minor plan as applicable)
- B. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Final Plat, as modified by conditions of approval
 - 1. Applicable plat conditions of approval
 - 2. Ties to permanent monuments
 - 3. Controlling reference points or monuments
 - 4. Bearing and length of lines
 - 5. Origin of meridian or basis of bearings
 - 6. Surveyor's certificate 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."
 - 7. Disclaimer regarding road maintenance: "Responsibility and expense for maintenance of streets serving lots within this short plat / subdivision shall rest with the lot owners unless such roads have been accepted by the City."
 - 8. If plat improvements are assured, a prominent note on the face of the final plat: "The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."
 - 9. Signature and date lines for the City Planning Director
 - 10. Signature and date lines for certification by the County treasurer
 - 11. Signature and date lines for the Health District
 - 12. Declaration regarding further subdivision: "Land in a short subdivision may not be further divided through a short plat within a period of five years recording the final short without meeting the standards of and being reviewed as a long subdivision."
- D. Statement of compliance listing the plat conditions and how each condition is met
- E. Perimeter lot closures for each existing and resultant lot

- F. Title report dated not more than six months prior to application
- G. Binding water and sewer availability letters (for public water / sewer) for each lot
- H. Final agreements (e.g. Open Space Management Plan, road maintenance agreement)
- I. Estimate approved by the City for financial assurance of plat improvements

Subdivision Alteration / Amendment

- A. Proposed plat alteration / amendment
- B. Narrative including a description of the proposed change and a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
- C. A copy of the existing final plat
- D. A copy of the open space management plan, as applicable;

Environmental and Critical Area Permits

Clearing Permit

- A. Basic Site Plan
- B. Trees or vegetation proposed to be removed
- C. Size (dbh) of trees to be removed
- D. Calculation of board feet for removed trees
- E. Low Impact Development (LID) Site Assessment (if applicable)
- F. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20
- G. For clearing within 200 feet of OHWM (shoreline jurisdiction), ~~critical areas or their buffers,~~ or required vegetation buffers (e.g. landscape buffers, no-cut buffers), one or more of the following will be required:
 - ~~1. Critical areas report~~
 - ~~2. Geotechnical report~~
 - 1. Mitigation / Replanting plan
 - ~~3. Wetland delineation~~
 - ~~4. Shoreline mitigation plan~~
 - 25. Site specific impact analysis report

Vegetation Management Permit

- A. Basic Site Plan
- B. Property legal description
- C. A site assessment plan/harvest plan (BIMC 16.22.060)
 - 1. Engineer's scale, for example: 1 inch = 20 feet
 - 2. Uses on adjacent properties
 - 3. Existing stands of trees, specifying predominant species, species mix and age class;
 - 4. Location of critical areas and buffers as designated under Chapter 16.20; designated open space, and designated scenic and/or wildlife corridors;
 - 5. Ordinary High Water Mark (OHWM) and the 200 foot Shoreline Master Program jurisdiction line;
 - 6. Proposed location and area (in square feet) to remain in forest;
 - 7. Proposed location and area (in square feet) to be cleared of trees and/or vegetation;
 - 8. Proposed areas to be thinned of trees;
 - 9. All existing and proposed access roads and utilities;
 - 10. Proposed log landing areas;
 - 11. Any structures on the property;
 - 12. Topography, at 5 foot intervals;
 - 13. Name, address and phone number of the timber operator (if applicable).
- C. Storm drainage design and/or Low Impact Development (LID) Site Assessment (as applicable), pursuant to BIMC 15.20.
- D. Any critical areas report, as required by BIMC 16.20, such as a geotechnical report or wetland delineation.
- E. Open space management plan, if the application is part of an existing or proposed subdivision.
- F. An environmental checklist, as required by the State Environmental Policy Act.

Farm Management Plan

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

- A. Basic site plan, with the following additional information
 - 1. Adjacent residences
 - 2. location and area of all pasture area(s), shelter structure(s), compost and manure storage,
- B. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
- C. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
- D. Emergency response plan and emergency response contacts
- E. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
 - 1. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
 - 2. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
 - 3. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
 - 4. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.
 - 5. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
 - 6. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

Agricultural Retail Plan

- A. Basic Site Plan including a delineation of specific use areas (pasture, heavy use area, etc.).
- B. Farm Management Plan, if required pursuant to BIMC 18.09.030.A.1.
- C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Special Use Review

- A. Basic Site Plan
- B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- C. Critical Area Report. A critical area report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared by qualified professionals in the area of concern as provided in BIMC 16.20.030—Definitions;
- D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;
- E. An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#);
- F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and
- G. A complete and detailed written statement of the reason(s) for requesting special use review including a detailed description of how the proposal will meet the special use review criteria:
 - 1. The use or activity cannot be avoided because no reasonable or practicable alternative exists;
 - 2. The proposed use is consistent with the spirit and intent of Chapter 16.20 and it will not cause adverse impacts to the wetland or the wetland buffer which cannot be mitigated.
 - 3. Special use review requests for agricultural conversions shall include a farm plan developed by the Kitsap Conservation District. The plan shall identify the best management practices for the proposed agricultural activity.

Buffer Averaging

- A. Basic Site Plan
- B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- C. Critical Area Report. A critical area report including a description of the critical areas on or adjoining the site and how the proposed development will or will not impact critical areas, their buffers, and adjoining properties. Such studies shall be prepared in accordance with

state and/or federal standards and must contain any information determined as relevant by the director. Such studies shall be prepared by experts in the area of concern, as follows:

1. Stream, riparian area, drainage corridor study: biologist with stream ecology expertise; fish or wildlife biologist; a civil engineer may provide studies for drainage, surface and subsurface hydrology, and water quality;
2. Wetland study: wetlands specialist.

D. An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#);

E. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and

F. A complete and detailed written statement of the reason(s) for requesting the use of buffer averaging including a detailed description of how the proposal will meet the buffer averaging criteria:

1. The total area contained within the buffer after averaging shall be no less than that contained within the standard buffer prior to averaging;
2. The averaging will clearly provide greater protection of the functions and values of critical areas than would be provided by the prescribed habitat buffers;
3. The averaging will not result in reduced buffers next to highly sensitive habitat areas; and
4. The applicant demonstrates one or more of the following:
 - a. That the wetland contains variations in sensitivity due to existing physical characteristics;
 - b. That only low intensity uses would be located within 200 feet of areas where the buffer width is reduced, and that such low intensity uses restrictions are guaranteed in perpetuity by covenant, deed restriction, easement, or other legally binding mechanism; or
 - c. That buffer averaging is necessary to avoid an extraordinary hardship to the applicant caused by circumstances peculiar to the property.

Reasonable Use Exception

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

- C. Critical Area Report. A critical areas report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared in accordance with the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;
- D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;
- E. An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#);
- F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and
- G. A complete and detailed written statement of the reason(s) for requesting the reasonable use exception including a detailed description of how the proposal will meet the reasonable use exception criteria as defined in BIMC 16.20.080:
 1. The application of Chapter 16.20 would deny all reasonable use of the property;
 2. There is no reasonable alternative to the proposal with less impact to the critical area or its required buffer;
 3. The proposal minimizes the impact on critical areas in accordance with mitigation sequencing (BIMC 16.20.030);
 4. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
 5. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
 6. The proposed total lot coverage does not exceed 1,200 square feet for residential development;
 7. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
 8. Any alterations permitted to the critical area are mitigated in accordance with mitigation requirements applicable to the critical area altered;
 9. The proposal protects the critical area functions and values consistent with the best available science and results in no net loss of critical area functions and values;

10. The proposal addresses cumulative impacts of the action; and

11. The proposal is consistent with other applicable regulations and standards.

H. A copy of the pre-application conference summary letter.

1. The application of Chapter 16.20 would deny all reasonable use of the property;

2. There is no reasonable alternative to the proposal;

3. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;

4. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;

5. The proposed total lot coverage does not exceed 1,200 square feet;

6. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;

7. Any net loss of critical area functions and values, as determined by a qualified consultant through the application of best available science, will be mitigated on site to the extent feasible if off-site options are not available. If off-site options, such as a fee-in-lieu or mitigation banking program, are available, the mix of on-site and off-site mitigation should be based on recommendations of the consultant; and 8. A habitat management plan has been prepared pursuant to BIMC 16.20.060, unless it is determined through the applicable review process that such a plan is unnecessary; and

8. The proposal is consistent with other applicable regulations and standards.

Buffer Enhancement Plan

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

C. Buffer Enhancement Plan. A buffer enhancement plan prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;

D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;

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

Critical Area Permits (Minor and Major)

All applications for critical area permits shall include a Basic Site Plan. Additional submittal requirements for critical area permits are contained within the Critical Areas Ordinance and will vary depending on the type of critical area. Specific submittal requirements are described in each of the following sections of BIMC 16.20:

- Trees and vegetation – BIMC 16.20.090.G (minor)
- Critical aquifer recharge areas – BIMC 16.20.090.B.3 (minor)
- Fish and wildlife habitat conservation areas – BIMC 16.20.110.D and F (minor or major)
- Geologically hazardous areas – BIMC 16.20.130.C (minor)
- Wetlands – BIMC 16.20.140.F (minor or major)
- Winslow Ravine – BIMC 16.20.150.C (major)

Any required reports, studies, plans or letters shall be prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions.

Applications for major critical area permits shall also include:

- A. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- B. A written narrative describing how the proposal meets the critical area permit review criteria as defined in BIMC 16.20.070.B;
- C. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;
- D. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and
- E. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Shoreline Master Program Application Submittal Requirements

The following requirements apply to all SMP applications:

Shoreline Exemption

Shoreline Substantial Development Permit

Shoreline Conditional Use Permit

Shoreline Variance

A. Basic Site Plan, with the following additional information:

1. Location of Ordinary High Water Mark (OHWM);
2. Location of Shoreline Buffer;
3. Location of Shoreline Structure View Setback;
4. Shoreline dimensional setbacks;
5. Location of native vegetation and significant trees;
6. If structures have any attachments (e.g. deck, balcony, etc.), include elevation drawings and calculations of grade

B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either:

1. Use the [Standard Single-Family Residential Mitigation Manual](#) -- Submit the checklist and supporting documents with your application; or
2. Submit a [Site-specific Analysis](#) -- The site-specific analysis must be completed by a qualified professional. Submit the site-specific analysis with your application.

C. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

1. Wetland delineation and categorization (See BIMC 16.12.060.L)
2. Geotechnical Report (See BIMC 16.12.060.K)
3. Bluff Management Plan (See BIMC 16.12.060.K)
4. Utilities Plan
5. Low Impact Development (LID) Site Assessment

6. State Environmental Policy Act (SEPA) Checklist

D. Decision Criteria

Applications for shoreline variances and shoreline conditional use permits must include a narrative explaining how the project meets the decision criteria, provided in BIMC Section 2.16.165.

Legislative Applications Submittal Requirements

Legislative Review of Development Regulations

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:

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

Rezone (Site-specific and Area-wide)

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:

- A. 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.
- B. A map that shows address topography, streets, adjacent land uses, utilities and other pertinent factors that would justify the proposed rezone;
- C. 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;
- D. A legal description of the property(ies) and tax lot number(s);
- E. The names and addresses of all property owners; and
- F. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Comprehensive Plan Amendment

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

- A. 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;
- B. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;
- C. A completed SEPA checklist including supplemental sheet for nonproject actions; and
- D. Any other reports or studies identified during the preapplication conference. (Ord. 2006-13 § 4, 2006)

Appendices

SMP Submittal Requirements for Site Specific Analysis

The Site Specific Analysis can be viewed on the City's website:

<http://www.bainbridgewa.gov/DocumentCenter/View/7306>

Single-family Residence Shoreline Mitigation Manual

The Single-family Residence Shoreline Mitigation Manual can be viewed on the City's website:

<http://www.bainbridgewa.gov/DocumentCenter/View/5663>

Sign Permit Worksheet

The Sign Permit Worksheet can be viewed on the City's website:

<http://www.bainbridgewa.gov/DocumentCenter/View/7408>

Suggested Landscape Materials Matrix

The table below 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									
Suggested Species			Type of Area or Need						
			Parking lot trees						
			Landscape buffer areas						
			Critical areas – Uplands						
			Critical areas – Wetlands/streams						
			Native species						
			Drought resistant						
			Shoreline						
Large deciduous trees			Near utility lines						
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			
Ginkgo biloba 'Sentry'	Columnar Maidenhair		X				X		
Liquidambar styraciflua	American Sweet Gum		X	X			X	X	

Plant Materials Matrix										
Suggested Species				Type of Area or Need						
				Parking lot trees						
				Landscape buffer areas						
				Critical areas – Uplands						
				Critical areas – Wetlands/streams						
				Native species						
				Drought resistant						
				Shoreline						
				Near utility lines						
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		
Medium deciduous trees										
Acer campestre	Hedge Maple	X					X		X	
Betula species	Birch variety	X								
Carpinus betulus	European Hornbeam	X	X				X	X		
Cercidiphyllum japonicum	Katsura Tree	X								
Cornus species	Dogwood variety			X		X	X			
Fraxinus pennsylvanica ‘Marshall’	Marshall’s Seedless Ash	X	X				X			

Plant Materials Matrix											
Suggested Species				Type of Area or Need							
				Parking lot trees							
				Landscape buffer areas							
				Critical areas – Uplands							
				Critical areas – Wetlands/streams							
				Native species							
				Drought resistant							
				Shoreline							
				Near utility lines							
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								
Small deciduous trees											
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	

Plant Materials Matrix										
Suggested Species			Type of Area or Need							
			Parking lot trees							
			Landscape buffer areas							
			Critical areas – Uplands							
			Critical areas – Wetlands/streams							
			Native species							
			Drought resistant							
			Shoreline							
			Near utility lines							
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	
Evergreen trees										
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	
Pinus densiflora	Japanese Red Pine		X					X		

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			Shoreline							
			Near utility lines							
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			
Deciduous shrubs										
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		

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			Near utility lines							
Enkianthus campanulatus	Red-Veined Enkianthus		X							
Elaeagnus species	Elaeagnus variety		X				X	X		
Euonymus alata ‘Compacta’	Winged Eonymus		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		

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Sambucus racemosa	Red Elderberry			X	X	X		X		
Spiraea species	Spiraea variety				X	X	X	X		
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		
Evergreen shrubs										
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	X	
Umbellularia californica	California Bay Laurel		X	X				X	X	X
Osmarea x burkwoodii	Burkwood Osmarea		X					X		

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				Shoreline					
				Near utility lines					
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								
Groundcovers									
Arctostaphylos uva-ursi	Kinnikinnick			X	X		X	X	X
Berberis nervosa	Cascade Mahonia			X	X		X	X	
Calluna vulgaris	Scotch Heather			X				X	

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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			
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.										