



**CITY OF LACEY**  
 Community & Economic Development Department  
 420 College Street SE  
 Lacey, WA 98503  
 (360) 491-5642

**OFFICIAL USE ONLY**

Case Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 By: \_\_\_\_\_

Related Case Numbers:  
 \_\_\_\_\_  
 \_\_\_\_\_

**VILLAGE CENTER BINDING  
 SITE PLAN APPLICATION**

**Twenty-five copies of the site plan drawing and complete application (including application fee) with all additional information must be submitted.**

**OWNERS' NAMES** \_\_\_\_\_  
*ATTACH ADDITIONAL SHEETS IF NECESSARY*

Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_

<i>SIGNATURE(S)</i>	<i>DATE</i>	<i>SIGNATURE(S)</i>	<i>DATE</i>
_____	_____	_____	_____
_____	_____	_____	_____

I (We) the above-signed, do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the below described property and that the following statements and answers are in all respects true and correct on my information and belief as to those matters.

**APPLICANT NAME** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_

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

**ENGINEER/ARCHITECT NAME** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

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

**AUTHORIZED REPRESENTATIVE NAME** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

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

**NAME OF PROJECT** \_\_\_\_\_

**SUMMARY OF REQUEST** (LIST TYPE OF USES) \_\_\_\_\_

**PROPERTY LOCATION – PLEASE COMPLETE IN FULL**

North South East West side of \_\_\_\_\_ between (ROAD NAME) \_\_\_\_\_  
(CIRCLE ONE)

and (ROAD NAME) \_\_\_\_\_

Property Address \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Assessors Parcel Number \_\_\_\_\_

Full legal description of subject property \_\_\_\_\_

How does the project conform to the Comprehensive Plan and Zoning Ordinance? \_\_\_\_\_

**ACREAGE/DENSITY**

If more space is needed, attach summary sheets with the following information to this application.

Total acreage of the site: \_\_\_\_\_

Dwelling units proposed: Acreage \_\_\_\_\_ Number \_\_\_\_\_ DU/Acre \_\_\_\_\_

Dwelling Units by type:	Type	_____	Number	_____	Acreage	_____
	Type	_____	Number	_____	Acreage	_____
	Type	_____	Number	_____	Acreage	_____
	Type	_____	Number	_____	Acreage	_____
	Type	_____	Number	_____	Acreage	_____

Total acreage of non-residential uses, by use and approximate floor area if available.

Total acreage of open space \_\_\_\_\_ % of total acreage \_\_\_\_\_

Acreage for active recreation \_\_\_\_\_

**UTILITIES**

Fire District \_\_\_\_\_

School District \_\_\_\_\_

Sewer District \_\_\_\_\_

Adjacent fire, school, or sewer districts within 200 feet \_\_\_\_\_

**The following information must be submitted with this application:**

The names, addresses, zip codes, and telephone numbers of all landowners within the subject property, and a signed statement by all landowners that they are aware of the Master Plan application and description of said landowner's participation in master planning;

The names and **mailing** (not site) addresses of all property owners of record within 1000 feet of the site as filed with the Thurston County Assessor's office. This list shall be submitted on label sheets and accompanied by a paper copy of the labels;

The legal description of the subject property;

The proposed land use designations for the subject property;

The acreage contained within the proposed village center, the total number of dwelling units being proposed, and the average number of dwelling units per acre of land;

The number and acreage of each residential land use designation, type of dwelling unit(s) proposed, and the percentage such totals represent for all housing unit types;

The acreage of open space (including a separate figure for active recreation space) to be contained in the village center, and the percentage it represents of the total area;

The total acreage of each type of nonresidential use, including the approximate floor area and types of commercial uses;

The source of water supply, including the specific type of facilities involved, their capacities, and the estimated timing of completion of these facilities;

The plan to provide Lacey sewer to the development including the specific type of facilities involved, their capacities, and the estimated timing of completion of these facilities;

Analysis of school impacts and description of number of acres to be dedicated for an elementary school site to help mitigate such impacts;

Applicable school district(s), fire district(s), and other special purpose districts;

A development schedule indicating the approximate date when construction of the village center or stages of the village center can be expected to begin, including the approximate size in acres of each phase and the proposed phasing of construction of public improvements, recreation, and common open space areas;

The proposed means of financing and allocation of responsibility for providing the utilities and services required as a result of the development, including off-site facilities and improvements. These utilities and services shall include, but shall not be limited to, water, sewer, streets and highways, schools, fire protection, parks, stormwater control, and disposal of wastes including toxic wastes;

Environmental documents under SEPA identifying major anticipated adverse environmental impacts and specifying mitigating measures, including necessary off-site improvements and any specific studies addressing areas of special concern such as traffic, wetlands, and trees;

Enough information on land areas adjacent to the proposed village center to indicate the relationship between the proposed development and that which is existing and proposed in adjacent areas, including land uses, existing structures, ownership, tracts, street and unique natural features of the landscape;

A complete analysis of design requirements and features for general design review. Design analysis shall consider general character and neighborhood design requirements necessary to evaluate a binding master plan for consistency with the Comprehensive Plan, with particular emphasis on issues of neighborhood layout for connectivity, integration, and compatibility of uses. Themes for specific areas shall be discussed with general expectations. Full graphics shall be utilized in association with text material and maps to provide a clear expectation for basic design concepts of the village center. Textual and graphic renderings shall provide a conceptual foundation that will provide future guidance for design in the village. Said guidance can then be used for specific design consideration of distinct areas within the village as individual plats are reviewed, and during consideration of specific sites through site plan review as specific buildings are reviewed;

The means of meeting any other requirements necessary to satisfy comprehensive plan goals and policies;

Master Plan Maps and Supporting Maps:

A binding master plan map and any maps necessary to show the major details of the proposed village center must contain the following minimum information at an appropriate scale as determined by the Department of Community Development.

1. Vicinity sketch showing the location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as railroads, lakes, streams, shorelines, schools, parks, and other prominent features.
2. Boundary lines of the subject property, scale, and north arrow.
3. Existing site conditions including watercourses, wetland areas, flood plains, unique natural features, forest cover, and elevation contours. These shall be shown at appropriate intervals to indicate the topography of the entire tract and a reasonable distance beyond the boundaries of the proposed development to include adjacent or nearby lands where project impacts are relevant.
4. Location and nature of each land use, including type and density of dwelling units and types of commercial, public, semipublic, industrial, and other uses.
5. Approximate location of existing proposed arterial and collector streets and major pedestrian and bicycle routes.
6. Open space network and key pedestrian areas connectivity based upon graphic rendering and textual descriptions.
7. The approximate location and size of all areas to be conveyed, dedicated or reserved as common open spaces, public parks, recreational areas, school sites, fire stations, and similar public and semipublic uses.
8. Existing and proposed sanitary sewers and water lines.
9. Master drainage plan, including stormwater control.
10. Enough information on land areas adjacent to the proposed village center to indicate the relationship between the proposed development and that which is existing and proposed in adjacent areas, including land uses, existing structures, ownership tracts, connections with streets, and unique natural features of the landscape.
11. Development phasing.
12. Any additional information as required by the review authority necessary to evaluate the character and impact of the proposed village center (e.g., soils, geography, hydrology, or groundwater).