



CITY OF
BAINBRIDGE ISLAND

ADMINISTRATIVE MANUAL

**PLANNING PERMIT
REQUIREMENTS**

SUBMITTAL

Department of Planning and Community Development
January 1, 2012; Last Updated May 2019

TABLE OF CONTENTS

Introduction	3
General Submittal Requirements	
Basic Site Plan.....	4
Utilities Plan.....	6
Landscape Plan.....	7
Consultation.....	8
Zoning Verification Letter.....	9
Conceptual Proposal Review Meeting.....	9
Design Guidance Review Meeting.....	9
Preapplication Conference.....	10
Administrative Code Interpretation Request.....	11
Adjustments (Major & Minor) to Land Use Permits.....	12
Revisions to Permits.....	12
Zoning Permit Applications	
Site Plan and Design Review (Major & Minor).....	12
Conditional Use Permits (Major & Minor).....	14
Variance (Major & Minor).....	15
Housing Design Demonstration Project.....	15
Sign Permit.....	16
Wireless Communication Facilities (WCF) Permits.....	16
Wireless Eligible Facilities Request (EFR) Permits.....	18
Small Wireless Facility Permit (SWF) Permits	21
Subdivision Applications	
Boundary Line Adjustment	24
Preliminary Subdivision (Short, Long, Large Lot).....	24
Plat Utility Permit.....	25
Final Subdivision (Short, Long, Large Lot).....	27
Subdivision, Alterations and Amendments.....	29
Environmental and Critical Area Permits	
Tree Removal/Vegetation Maintenance Permit.....	29
Farm Management Plan.....	30
Agricultural Retail Plan.....	30
Reasonable Use Exception.....	31
Buffer Enhancement Plan.....	32
Critical Area Permit (Minor and Major).....	32
Shoreline Master Program Applications	
Shoreline Clearing Permit.....	33
Shoreline Exemption.....	33
Shoreline Substantial Development Permit.....	33
Shoreline Conditional Use Permit.....	33
Shoreline Variance.....	33

Legislative Applications

Legislative Review of Development Regulations.....35
Rezoning Application (Site-specific and Area-wide).....36
Comprehensive Plan Amendments.....36

Appendices

[SMP Submittal Requirements for Site Specific Analysis](#)..... 37
[SMP Standard Single-family Mitigation Manual](#).....37
[Sign Permit Worksheet](#).....37
Suggested Landscape Materials Matrix.....38

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 most applications are detailed in Title 2: Administration, Personnel and Land Use Procedures of the BIMC. Procedures for wireless communication facility permits, eligible facilities request permits, and small wireless facility permits are respectively detailed in Chapters 18.10, 18.11, and 19.10 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

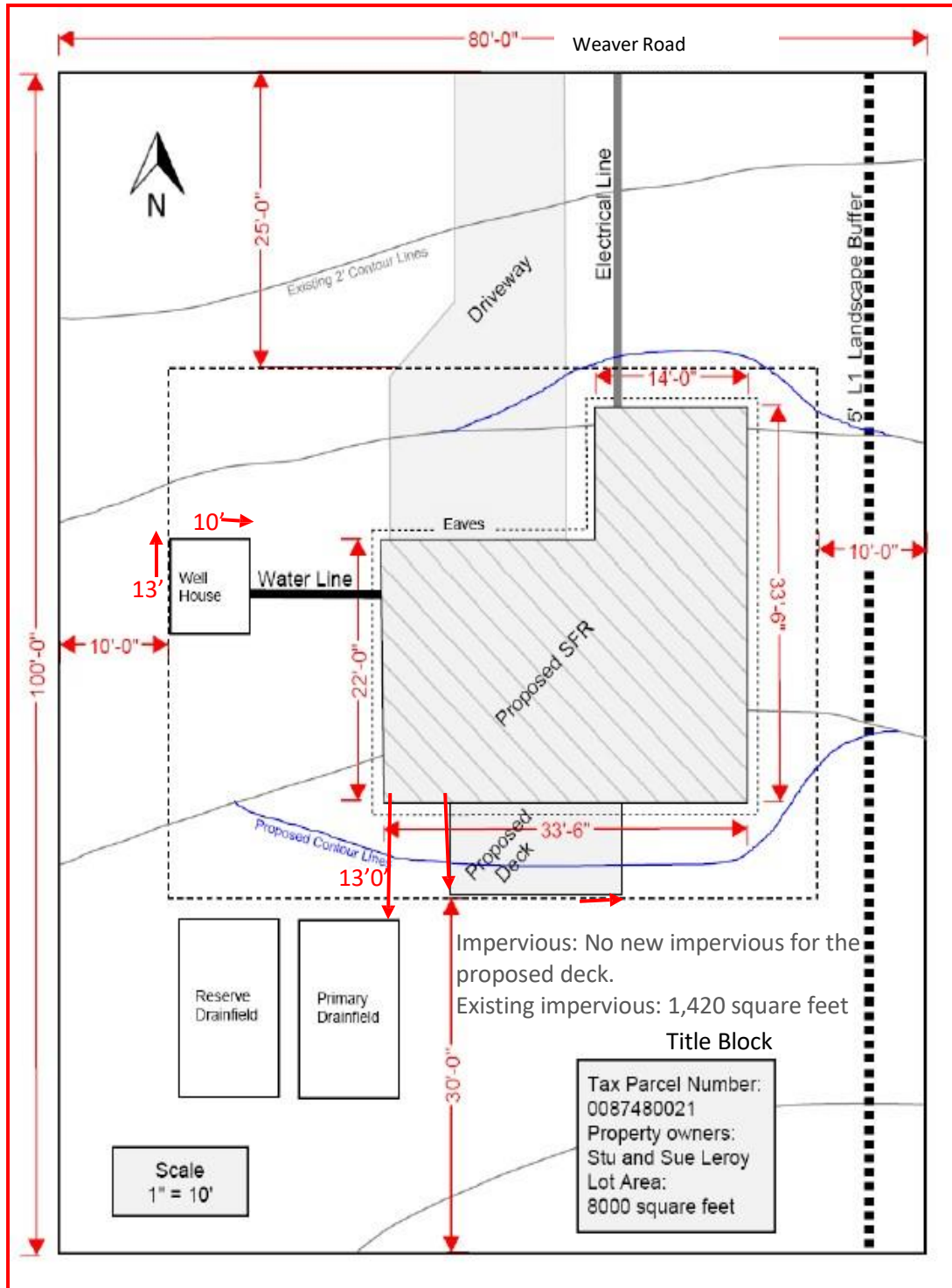
The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public:

City Resources	County Resources	Public Health District
Municipal Code	Auditor's Records	Well / Septic Records
Public GIS	Assessor 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)

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.

Consultation

- A. Property location – 14-digit parcel number or site address.
- B. Basic project information.
- C. List of specific questions.
- D. Conceptual site plan (optional).

Zoning Verification Letter

- A. Property location – 14-digit parcel number or site address
- B. Any known previously approved land use applications or permits.
- C. List of specific questions.

Conceptual Proposal Review Meeting

- A. Statement of Intent - Narrative of project sufficient to convey an understanding of the property, the neighborhood, and proposed use.
- B. Context Map - The context map should provide sufficient information to evaluate the neighborhood or community characteristics, including: aerial photo, adjacent recreation, conservation, or other protected land, streetscape photos to illustrate road frontage character/conditions, adjacent and nearby houses or structures, nearby historic or cultural features that contribute to the character of the area, nearby transit routes and stops, and existing or planned transportation facilities as shown in the Islandwide Transportation Plan (IWTP).
- C. Site Analysis - The site analysis shall be a map used to determine the conservation areas, conservation areas of greatest importance, and development areas. The site analysis shall show: general topography, critical areas and their buffers/setbacks, viewsheds on and off site, individual significant trees, extent and location of priority natural area (e.g., forested land, agricultural land, wildlife corridors, etc.), existing infrastructure or other built features, existing easements, existing trails, unique site characteristics, historic resources.

Design Guidance Review Meeting

- A. Schematic Design - This plan is based on the site analysis and context map and shows location, as applicable, of natural area, community space, significant trees to be retained, homesites, vehicle and non-motorized access, location and size of stormwater and septic systems, and lot lines. The proponent is required to bring one or more development concepts or alternatives to indicate possible design options for the site.
- B. For subdivision proposals, Documentation of Four-Step Design Process
 - 1. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly indicating boundaries as well as the types of resources. The amount of natural space required is provided in 17.12 BIMC.
 - 2. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a "sketch" diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review

meeting as a base map. The amount of community space required is provided in 17.12 BIMC.

3. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.
 4. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.
- C. Additional requirements for Design Review Board preapplication review (see Preapplication Conference, below).

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. Site Assessment Review (SAR) or SAR Exemption
- E. Additional requirements for preapplication review of 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. Site Assessment Review (SAR) or SAR Exemption
- 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 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.
- U. A survey may be required depending on project complexity; and
- V. 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, she 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 based on consistency with applicable design guidelines.

The DRB reviews the application materials electronically. 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.
8. Design Review Board (DRB) Final Design Review (as applicable)(see Site Plan and Design Review, above).

Conditional Use Permit (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- 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](#)
- M. Design Review Board (DRB) Final Design Review (as applicable)(see Site Plan and Design Review, above).

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
- 1. Antenna
 - 2. Support structure and any protrusion from the support structure
 - 3. Transmission device
 - 4. 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:

- i. number and types of antennas the tower can support
 - ii. basis for capacity calculation
 - iii. 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. Applications for facilities other than Facility I or II
 - a. Documentation of efforts to co-locate on existing facilities
- I. if all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.
- J. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if all or a portion of the WCF will be located in the right-of-way.

Wireless Eligible Facilities Request Permit (EFR)

1. An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act.
2. An evaluation of the substantial change criteria as found in BIMC 18.11.010.K.
3. Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (Part 1 – Practice and Procedure), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.
4. If the applicant is not the owner or person in control of the eligible support structure and/or site: An attestation that the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right-of-way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under, and above the public right-of-way.
5. A request involving co-location of transmission equipment or the replacement of transmission equipment: Complete copies of the underlying land use approvals for siting of the tower or base station proposed to be modified, establishing that, at the time of

submission of the application, such tower or base station constituted an eligible support structure.

6. A request that will result in an increase in height of the eligible support structure: Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure (a) as originally constructed and granted approval by the city or other applicable local zoning or similar regulatory authority; or (b) as of the most recent modification received by the city, or other local zoning or regulatory approval, prior to the passage of the Spectrum Act, whichever height is greater.
7. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting restrictions or requirements imposed by a reviewing official or decision-making body pursuant to authority granted under the city code, or an ordinance or a municipal code of another local government authority: A copy of the document (e.g., CUP or SUP) setting forth such preexisting restrictions or requirements together with a certification that the proposed facilities modification conforms to such restrictions or requirements; provided, that such certification shall have no application to the extent the proposed facilities modification relates solely to an increase in height, increase in width, addition of cabinets, or new excavation, that does not result in a substantial change in the physical dimensions of the eligible support structure.
8. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting concealment restrictions or requirements, or was constructed with concealment elements: Applicant shall set forth the facts and circumstances demonstrating that the proposed modification would not defeat the existing concealment elements of the eligible support structure. If the proposed modification will alter the exterior dimensions or appearance of the eligible support structure, applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure.
9. A request that will protrude from the edge of a nontower eligible support structure: Record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the eligible support structure at the location of the proposed modification.
10. A request to an eligible support structure that will (a) include any excavation; (b) would result in a protrusion from the edge of a tower that exceeds an existing protrusion of

any transmission equipment attached to a tower; or (c) would protrude from the edge of a nontower eligible support structure: A description of the boundaries of the site together with a scale drawing based on an accurate traverse, with angular and lineal dimensions, depicting the boundaries of the site in relation to the tower or base station proposed to be modified and depicting the proposed location, elevation and dimensions of the new or replacement transmission equipment. The city may require a survey by a land surveyor licensed in the state of Washington when, in the judgment of the approval authority, a survey is reasonably necessary to verify the boundaries of the site to determine if the proposed facilities modification would result in a substantial change in the physical dimensions of the eligible support structure.

11. A request to the eligible support structure that includes hardening through structural enhancement: A technical report by a qualified engineer accredited by the state of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed co-location, removal, or replacement of transmission equipment and conforms to applicable code requirements. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity.

12. A request that proposes a modification to a tower: A stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical, and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including:
 - a. The number and type of antennas that can be accommodated;

 - b. The basis for the calculation of capacity; and

 - c. A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards.

The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance.

13. A request to a base station: A stamped report by a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with applicable structural, electrical, and safety codes.
14. A request requiring alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:
 - a. The location, elevation and dimensions of the existing eligible support structure;
 - b. The location, elevation and dimensions of the existing transmission equipment;
 - c. The location, elevation and dimensions of the transmission equipment, if any, proposed to be co-located or that will replace existing transmission equipment;
 - d. The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;
 - e. Any proposed modification to the eligible support structure;
 - f. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and
 - g. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

Small Wireless Facility Permit (SWF)

1. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if the proposed facilities are located in the right-of-way.
2. Associated Permit(s). Applications or check lists required under the Critical Areas, Shoreline, or SEPA ordinances. Applications for deployment of small wireless facilities in Design Zones or for new poles shall comply with the requirements in BIMC 18.10A.060.
3. Specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement,

or new poles or towers, existing buildings, or other structures. Ground mounted equipment (if authorized pursuant to Chapter 18.10A BIMC), conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:

(a) The location of overhead and underground public utility, telecommunication, cable, water, adjacent lighting sewer drainage and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet from the proposed project area.

(b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.

(c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility.

(d) Compliance with the aesthetic requirements of BIMC 18.10A.050.

4. Written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. To extent that the pole or structure is not owned by the applicant, the applicant shall demonstrate in writing that they have authority from the pole owner to install the small wireless facility on the pole or structure. Such written approval shall include approval of the specific pole, engineering

and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the pole owner and the applicant is not required. If the proposed small wireless facility is not within the rights-of-way, the applicant must provide written approval from the property owner. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.

5. Sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.
6. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
7. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans of the small wireless facilities and the antenna support structure or pole and foundation are designed to reasonably withstand typical loading requirements as well as wind and seismic loads.
8. Proof of a valid Bainbridge Island business license.
9. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.

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/ Long /Large Lot)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- 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):
 1. Wetland delineation and report or wetland determination
 2. Geotechnical report/assessment
 3. Shoreline Site Specific Analysis
 4. DNR Forestry permit
 5. 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

Tree Removal/Vegetation Maintenance Permit

- A. Basic Site Plan
- B. Trees and vegetation proposed to be removed (also show on Basic Site Plan)
- C. Size (diameter breast height [dbh]) of trees to be removed (Required only for commercial, institutional, multifamily, and mixed use development and any properties in Mixed Use Town Center, High School Road, R-2.9, R-3.5 and R-4.3 zones. Also show on Basic Site Plan)
- D. Site Assessment Review (SAR) or Exemption (if applicable)
- E. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20 (if applicable).
- F. Planting plan (see Landscape Plan section above) if tree removal brings a property below applicable tree unit requirements (see BIMC Section 18.15.010.G) or is proposed within required open space, vegetation buffers (e.g. landscape buffers, no-cut buffers), or any other trees required to be retained through an approved land use permit. Planting plan should ensure that property continues to meet any applicable tree requirements.

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.

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.

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

Shoreline Clearing Permit

- A. Basic Site Plan, including:
 - 1. Species and location of trees or other vegetation proposed to be removed
 - 2. Size (dbh) of trees to be removed
 - 3. Area (square feet) of canopy coverage to be removed. Canopy coverage includes trees and shrubs.
 - 4. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20
- B. Supplemental materials, as applicable:
 - 1. Arborist report, for removal of hazard trees, or any vegetation removal within geologically hazardous areas or buffers/setbacks
 - 2. Geotechnical report, for any vegetation removal within geologically hazardous areas or buffers/setbacks
- C. Replanting plan, including:
 - 1. Species, size, quantity, and location of trees or other vegetation proposed to be planted

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
7. For overwater structures or development: littoral boundaries and elevation drawings with tidal elevations development
8. For mooring buoys the following additional information:
 - a. Location of proposed buoy with latitude and longitude coordinates and swing circle;
 - b. Location of surrounding buoys, floats, or docks;
 - c. Distance measurement of proposed buoy to surrounding buoys, floats, or docks.

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. Site Assessment Review (SAR) or SAR Exemption
6. State Environmental Policy Act (SEPA) Checklist
7. Shoreline Stabilization Projects have additional submittal requirements listed in the City's Shoreline Master Program Section 6.2.10
8. For Mooring Buoys, with the following additional information:
 - a. Cross-Sectional View Worksheet
 - b. Proof of submittal of site plan with latitude and longitude coordinates, vicinity map, and cross-sectional view worksheet to the Suquamish Tribe.
 - i. Copy of notification e-mail sent to Alison O'Sullivan, Biologist, Suquamish Tribe is acceptable (aosullivan@suquamish.nsn.us).
 - c. Name and contact information of the diver/biologist qualified to install an embedment style anchor

- i. An aquatic vegetation dive survey is required if a surface style anchor is proposed (Concrete block, Danforth, etc.)
- d. Depending on the location of the buoy, your application may require additional submittal documents. These include:
 - i. State Environmental Policy Act (SEPA) Checklist: Required only if placement location is not on Department of Natural Resources leased land
- e. Signed copy of Attachment E: Aquatic Use Authorization on Department of Natural Resources (DNR)- managed aquatic lands. This form must be submitted to and signed by DNR prior to making application to the City. Please note that Attachment E is not required for buoys that are proposed to be installed on privately held tidelands.
 - i. Attachment E must include DNR signature at time of submittal to the City to verify that DNR has been notified of the proposed buoy location. Attachment E is submitted to DNR along with a Joint Aquatic Resources Permit Application (JARPA)

Attachment E and the JARPA form can be found here:

http://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx

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. A completed SEPA checklist including supplemental sheet for nonproject actions (if applicable); and
- D. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Rezoning (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.
- G. A completed SEPA checklist including supplemental sheet for nonproject actions.

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 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 X
Fraxinus latifolia	Oregon Ash	X X X
Gingko biloba 'Sentry'	Columnar Maidenhair	X X X
Liquidambar styraciflua	American Sweet Gum	X X X X

Plant Materials Matrix

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		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																		
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		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

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		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	

Plant Materials Matrix

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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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		Shoreline						
		Near utility lines						
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	
Umbellularia californica	California Bay Laurel	X	X			X	X	X
Osmarea x burkwoodii	Burkwood Osmarea	X				X		

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		Native species						
		Drought resistant						
		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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		Shoreline						
		Near utility lines						
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.								