



**City of McCleary**  
 Home of the McCleary Bear Festival  
[www.cityofmccleary.com](http://www.cityofmccleary.com)

**City of McCleary**

100 S 3rd Street  
 McCleary, WA 98557  
 Phone: 360-495-3667  
 Fax: 360-495-3097

Pre-Application for:

SEPA

This form is to be used to determine if the SEPA Process must be completed.

**General Information:**

Project Name: (If applicable) \_\_\_\_\_

Project Location: (address or parcel number) \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Other: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Other: \_\_\_\_\_ Fax: \_\_\_\_\_

**Description of proposal. Please be specific.**

**Site Information:**

- 1. What is the area of your site in square feet: \_\_\_\_\_
- 2. Area of site disturbance in square feet. \_\_\_\_\_
- 3. Is there any form of water on the site, Lakes, ponds, creeks, rivers, wetlands etc: \_\_\_\_\_
- 4. Will the site be used for Residential or Commercial Use: \_\_\_\_\_
- 5. If Residential, how many dwelling units will there be: \_\_\_\_\_
- 6. If Commercial, provide square footage (total): \_\_\_\_\_
- 7. Total number of parking stalls: \_\_\_\_\_

Form Incomplete, returned _____ (date, initials)	Form Complete _____ (date, initials)
SEPA Required:	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<input type="checkbox"/> Categorically Exempt	
_____ Director of Public Works	_____ Date

**EXHIBITS:** Except where noted, provide seven (7) sets. Exhibits may be combined where appropriate. Plans shall be no larger than 24 by 36 inch sheet size.

- 1. Vicinity Map showing site boundaries, existing roads and accesses within 100 feet beyond the site boundaries
- 2. Legal description of boundaries of the parcel(s) being developed, prepared and certified by a title company or registered land surveyor
- 3. Site Map drawn to scale\* showing the existing structures, refuse enclosures, easements and utilities with distances to existing operational fire hydrants
- 4. Topographical Map with contours, existing and proposed, locating existing streams, wetlands, and other natural features
- 5. Site Plan drawn to scale\* showing location and size of uses, buffer areas, yards, open spaces and landscaped areas
- 6. Average Daily Trips generated by proposed project on the trip generation form within the International Transportation Engineers Trip Generation Manual
- 7. Circulation Plan drawn to scale\* illustrating all access points for the site; the size and location of all streets and driveways; and the location, size and design of parking and loading areas
- 8. Grading Plan with estimated dimensions and quantities of work involved, drawn at 1" = 20' horizontal scale with 2-foot contour intervals
- 9. Roadway cross sections
- 10. Stormwater Plan, prepared and certified by a licensed, professional engineer
- 11. Utility Plan showing size and location of all water, wastewater, gas and electrical lines to be installed, and location of any and all fire protection facilities, including but not limited to fire hydrants
- 12. Landscape Plan drawn to scale\* showing all plant species, locations and size (at planting and mature), existing trees to be retained, specific tree protection measures, and method of irrigation, if any
- 13. Building elevations drawn at ¼" = 1' or larger. Identify building materials and colors.
- 14. 8 by 11 inch reduction of all drawings
- 15. Draft of proposed Conditions, Covenants and Restrictions related to the maintenance of open space and commonly-owned improvements
- 16. SEPA checklist, if required
- 17. Prestamped #10 envelopes addressed to all property owners within 300 feet of the parcel(s) being development and one list of the names and addresses
- 18. Title report, not more than 30 days old, showing restrictions, if any, presently encumbering the land
- 19. Water and sewer availability letter from the City of McCleary
- 20. Any other information deemed pertinent by the City

\* Scale shall be 1"=20', 30' or 50' with bar scale directly below the North Arrow. Any variation to the scale must be approved by the City in advance of plan submittal.