



## JEFFERSON COUNTY

### DEPARTMENT OF COMMUNITY DEVELOPMENT

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## Site Plan Approval Advance Determination (SPAAD)

The Site Plan Approval Advance Determination (SPAAD) information sheet is designed to help you provide all the information necessary to facilitate a timely and well-informed decision on your application. You will use the Master Land Use Permit Application Form for all SPAAD applications. Advanced site plan approval is a Type I permit under the *Unified Development Code (UDC)*. Special Reports may be required if there are environmentally sensitive areas on the property.

### Purpose

The purpose of the SPAAD is to allow prospective buyers, owners or developers of land a means to obtain advance determinations of the site requirements and constraints to particular parcels without undertaking the risk or expense of applying for a “triggering” building or other development permit (with the exception of projects located within the jurisdiction of the Shoreline Master Program which may require county, state or federal permits prior to SPAAD issuance). It is intended to reduce the cost of development and aid in the facilitation of pre-development financing for applicants.

### Eligibility and Limitations

All residential and commercial “Yes” uses identified in Table 3-1 of the UDC, or classified as such by the Administrator pursuant to Section 3.2 of the UDC, that require issuance of a building permit are eligible to obtain site plan approval advance determination. Residential site plans may be prepared by the applicant or contractor but commercial site plans need to be prepared by a licensed engineer. Site Plan requirements for both residential and commercial projects are included on the Master Land Use Permit Application Checklist and in UDC Section 8.2.2(a) and (b). Advanced site plan approval may be granted without an accompanying building or development permit only upon completion of an administrative review process to ensure consistency with the performance standards of Section 4, the development standards of Section 6 and other applicable requirements of the UDC.

Approval of a site plan does not constitute authority to commence any development or building activity until such time as final authorizing permits are issued (e.g., septic, stormwater management, or building permits, etc.).

Approval of the site plan does not guarantee the performance of specific site features or improvements (e.g., wells, septic systems, stormwater drainage facilities, etc.) and is not immune from changes in state or federal laws which are enacted or have an effective date after the date of the site plan approval. Any subsequent land division or boundary line adjustment of a parcel or lot which has received site plan approval will render such approval void.

### Required Water and Septic Elements

To ensure that there is sufficient area of soils suitable for an onsite system to support the proposed development, the following items must be included as part of your SPAAD application:

(1) A soil report prepared by a licensed septic designer or professional engineer licensed to practice in the state of Washington. The report must consist of a detailed profile description of at least four (4) test pits located in the proposed drainfield and reserve area. The profile description must identify soil texture, structure, color, drainage and any restrictive horizons noted. The location of soil test pits must be shown on the submitted site plan.

(2) An application for *Determination of Adequate Potable Water Supply* (available from this office). In instances where individual wells are proposed, the site plan must include identified *well exclusion zones*, which are areas less than 100 feet from proposed and existing drainfields associated with onsite sewage systems (per WAC 246-272-09501). On the site plan, well exclusion zones can be represented by shading, cross-hatching, or similar method.

### Process

**Step 1 – Pre-Application Conference (Optional):** A pre-application conference is not required for a SPAAD, although they are strongly encouraged. Conceptual plans, county requirements, future permit requirements, etc., and answers to related questions are discussed at the conference. Information provided by Department of Community Development staff helps the applicant to prepare a better application and potentially decreases code-related questions and time required for formal review.

**Step 2 – Determination of Completeness:** Following submittal of your application, county staff will make a determination within 28 days as to whether your application is complete.

### APPLICATION FORMS REQUIRED FOR A “SPAAD”

A complete SPAAD application generally includes the following application forms:

- Master Land Use Application (MLA)
- Site Plan (refer to MLA checklist and sample site plan for instructions)
- Water availability form when a public water system is involved (Environmental Health Division of Health Department)
- Soil evaluation if an onsite sewage system will be a component of the development proposal (Environmental Health)
- Road approach permit application if required (Public Works Department)

In certain SPAAD cases, one or more of the listed forms is not required (e.g., a road approach permit application form if the subject property already has legal access). A completed and signed MLA form accompanied by a site plan is always required. In some cases, additional information may be requested of the applicant depending on the characteristics of the site and the specifics of the proposal.

**Step 3 – Formal Application Review and Decision:** Following the determination of completeness, a final decision must be made by the county within 120 calendar days, though typically the timeframe is much shorter. The decision of the Administrator regarding site plan review may be appealed only as part of an appeal of an underlying building or other construction or development permit decision.

## Approval Criteria

Your SPAAD application will be evaluated on the basis of the information you provide, the criteria listed in the relevant section of the Jefferson County Unified Development Code (see UDC Section 8.7), and in some instances, inspection of the property.

Site plans will be approved upon showing that all of the following have been satisfied:

- The proposed site plan conforms to all applicable county, state and federal, land use, environmental and health regulations and plans, including, but not limited to the Jefferson County *Comprehensive Plan*; and the provisions of the Jefferson County *Unified Development Code*, including any incorporated standards.
- Adequate provisions for utilities and other public services necessary to serve the needs of the proposed site plan have been demonstrated, including open spaces, drainage ways, roads, and other public ways, potable water, sewage disposal, fire flow and other improvements;
- The probable significant adverse environmental impacts of the proposed site plan, together with any practical means of mitigating adverse impacts, have been considered such that the proposal will not have an unacceptable adverse effect upon the quality of the environment, in accordance with the State Environmental Policy Act (SEPA) implementing provisions contained within Section 8 of this Code and Chapter 43.21C RCW; and
- Approving the proposed site plan will serve the public use and interest and adequate provision has been made for the public health, safety and general welfare.

## Duration of Approval

Approval of the site plan is effective for five (5) years from the date of original approval by the Administrator. If a building permit has not been issued within the five (5) year period, the site plan approval will expire. Minor modifications to a previously approved site plan may be approved by the Administrator subject to the provisions of Section 8.7.8 of the UDC. Upon expiration of a SPAAD, you may reapply for a new SPAAD approval. The new application would primarily be evaluated on the basis of whether the UDC or other applicable state or federal laws had changed.