



## MEMORANDUM

To: Public Works and Community Development Staff

From: Doug Jacobson, P.E.  
Public Works Director / City Engineer

Date: February 3, 2003

Subject: **SITE ILLUMINATION PLAN REVIEW PROCEDURE**

The purpose of this memo is to clarify the review and approval procedure for illumination plan review and approval. Illumination plan review and approval is not required prior to civil plan approval, but should be submitted for approval prior to the completion of the site improvements.

For commercial developments, including multifamily binding site plans, the applicant is usually required to design a site specific illumination plan to meet certain light levels. The required light levels are set forth in either the conditions of approval or an applicable regulatory guideline. For residential plats, the Snohomish County PUD will usually design the layout.

In either case, the applicant should submit 3 copies of the illumination plan, photometrics and calculations to the Public Works Department for staff review. At a minimum, the illumination plan should be reviewed by at least one person from both the Public Works and Community Development departments, with additional consultant review as necessary.

After City staff reviews the submitted plans and all issues are resolved, the Assistant City Engineer may issue written approval of the plans in lieu of the Director's signature. Signed mylar plan sheets are not required for lighting plans.