



Department of Community Development  
801 228th Avenue SE  
Sammamish, WA 98075-9509  
Phone: 425-295-0500  
Fax: 425-295-0600  
City Hall Hours: 8:30am-5:00pm  
Permit Center: 8:30am-4:00pm  
Web: [www.sammamish.us](http://www.sammamish.us)  
[www.mybuildingpermit.com](http://www.mybuildingpermit.com)

LAND USE APPLICATION

CHAPTER 21A.50 SMC

## Public Agency and Utility Exception

A public agency and utility exception is required when the requirements of Chapter 21A.50 Sammamish Municipal Code (SMC) would prohibit an activity or a development proposal by a public agency or utility. This Type 2 land use decision is subject to the review and approval of the Director of Community Development, and is granted upon compliance with the criteria outlined in SMC 21A.50.070(1). The decision of the Director of Community Development is appealable to the Hearing Examiner.

The public agency or utility shall apply to the department and shall make available to the department other related project documents such as permit applications to other agencies, special studies and SEPA documents.

Please provide a Criterion Compliance Document that includes specific written descriptions of how the activity meets the following SMC criteria:

1. There is no other reasonable alternative to the activity or proposed development with less impact on the critical area; and
2. The activity or development proposal is designed to avoid, minimize, and mitigate the impact on environmentally critical areas consistent with the avoidance and mitigation sequencing requirements in this chapter; and
3. If applicable, the proposed development or activity is of a linear nature and is on an existing corridor or connects to public lands, trails, utility corridors, rights-of-way or other public infrastructure, or is required for functional reasons such as gravity flow.

The department shall process exceptions, provide public notice, provide opportunity for the public to request a public hearing, and provide an appeal process consistent with the provisions of Chapter 20.05 SMC.

## Applicant Information

Name: \_\_\_\_\_ Owner Name (if different): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Development Name: \_\_\_\_\_

Critical Areas on or near property: \_\_\_\_\_

## Required Documents

### Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF version of all documents is required at time of submittal, either on a USB drive or CD. File names must contain the document type as listed on this form, the name of the applicant, and the submittal date. For example: *Project\_Narrative\_Smith\_01-18-2018*.

### Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Alternatives Analysis
- Boundary, Topographic, and Land Features Survey
- Criterion Compliance Document (see page 1 for requirements)
- Critical Area Affidavit
- Critical Area Study
- Draft Easements
- [Eastside Fire & Rescue Review Sheet](#)
- Geotechnical Report
- [Historic Resources Affidavit](#)
- King County Health Department Septic Approval (if required)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
  - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- Mitigation Sequencing Analysis
- Plan Set (3 copies)
- Pre-Application Conference Notes
- Technical Information Report (3 copies)
- Project Narrative
- Public Works Standards Deviation (if proposed)
- Signed Application Form
- Title Report (<30 days old)
- [Traffic Concurrency Certificate](#)
- Water & Sewer Certificates or Septic System Approval

## Fees

Type 2 Land Use Application Counter Service Intake Fee	\$256
Preliminary Review Deposit	\$1,920
Legal Notice Posting	\$295
Legal Notice Publication/Mailing	\$273
Critical Areas Review	\$640
SEPA Determination (if applicable)	\$640

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

## Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC.

**Applicant, Representative, and/or Owner Signature:**

**Date:**

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**Date:**