

APPLICANT'S GUIDE TO APPLYING FOR A UNIFIED ZONE DEVELOPMENT PLAN

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Code Reference

SMC 21B.95

UZDP Application Fees

- Preapplication conference: \$2,640
- Counter service intake fee: \$264
- Legal notice posting: \$315
- Legal notice distribution: \$569
- Critical areas review: \$924
- Preliminary review deposit: \$10,560
- Fire review: \$198
- SEPA determination: \$660

ABOUT THE UNIFIED ZONE DEVELOPMENT PLAN (UZDP)

A UZDP is a Type 2 land use decision that is required for developments within **Town Center-A zones** (Zones A-1 through A-5).

A UZDP ensures that development in the Town Center proceeds in an orderly fashion with coordinated infrastructure and open space, appropriate intensities of uses, and mutually compatible development in accordance with the adopted Sammamish Town Center Plan.

Regulations for UZDPs can be found in **Chapter 21B.95** of the Sammamish Municipal Code (SMC). The City must approve an applicant's UZDP in order for the applicant to obtain the required permits for development within the Town Center sub-area.

Please note that the information provided in this guide is to assist applicants in understanding the application process and should not be used as a substitute for the SMC. Additional information on the Sammamish Town Center is available at <https://www.sammamish.us/government/departments/community-development/planning/town-center/>.

APPLICATION STEPS

An application for a UZDP involves the following steps:

1. Background Information
2. Project Guidance
3. Preapplication Conference
4. Traffic Concurrency
5. UZDP Application Submittal
6. Staff Review
7. Open House
8. Director Decision
9. Appeal Period
10. Continue with Building Permits and Other Plans

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BACKGROUND INFORMATION

Before starting the process described below, applicants will need to collect the following information about their property:

PROPERTY INFORMATION NEEDED	
ZONING	Applicants may refer to the City of Sammamish's Town Center zoning map . Applicants must also be familiar with the Town Center Development Code (SMC Title 21B) , which outlines allowable uses, density and design requirements, and the UZDP process.
DENSITY CALCULATION	Applicants must clearly demonstrate how their proposal, including any bonus allotments, meets the density standards set out in Chapter 21B.25 SMC .
ENVIRONMENTALLY SENSITIVE AREAS	See 21A.50 SMC for definitions of environmentally sensitive areas. Use King County's iMap to determine whether a property lies within any environmentally sensitive zones or obtain the services of a qualified consultant to do a survey.
LAND ASSESSMENT	Conduct a basic land assessment of the property: is it hilly or flat? Forested or clear? This may be completed either by the applicant or a professional surveyor.

This information will help determine the current condition of the applicant's property and will be essential in the creation of a site plan that meets the requirements defined in the SMC. Additional documentation may be required depending on the characteristics of the property. Permit Center staff can assist applicants in identifying what additional documents may be required.

PROJECT GUIDANCE

Project Guidance is a free service designed to assist applicants in preparing for the permit process by guiding applicants to code and permit requirements that may generally apply to the proposed project.

Staff review the information provided by the applicant on the [Project Guidance Form](#) using that information to provide general project information in their project guidance notes which they provide to the applicant. These notes are a prerequisite for scheduling a Preapplication Conference.

If the information and materials provided by an applicant for Project Guidance review are deemed inadequate, they may be asked to complete additional research and resubmit for project guidance.

PREAPPLICATION CONFERENCE

The UZDP Preapplication Conference should occur during the more advanced stages of the planning process. The conference allows the applicant to discuss a proposed project with City, Eastside Fire and Rescue, and Sammamish Plateau Water and Sewer District staff. Applicants will receive staff comments to better assist them in finalizing their development plans and preparing to submit their complete application.

To schedule a Preapplication Conference, complete the [application form](#) and submit it via [MyBuildingPermit.com](#). The fee for a UZDP Preapplication Conference is \$2,640, which will be invoiced upon receipt of application materials. An additional deposit may be required if the project takes additional time to review. Please note that a Preapplication Conference will not be scheduled until payment is received.

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TRAFFIC CONCURRENCY

Following the Preapplication Conference, UZDP applicants must apply for and receive a [Traffic Concurrency Certificate](#) via [MyBuildingPermit.com](#). The Concurrency Review will help to determine the cost of the applicant's Traffic Impact Fee. The Concurrency Review will take approximately one month to complete, and the Certificate of Concurrency is valid for 180 days after issuance of.

APPLICATION SUBMITTAL

Applicants may submit their UZDP application through [MyBuildingPermit.com](#). Please refer to the UZDP application form and submittal documents available on [the City's website](#).

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_01-18-2017*

REVIEW CRITERIA

The City will use the following criteria, fully described in [SMC 21B.95.050](#) and briefly summarized here, in the review of a UZDP application. These criteria should be addressed by the applicant in the project narrative:

A. Pedestrian Circulation

Town Center mixed-use nodes should incorporate a network of pedestrian and bicycle connections that conform to the adopted [Town Center Infrastructure Plan](#) (for the TC-A-1 zone) and the intent of the [Town Center Open Space Strategy](#). The network should feature pedestrian amenities and landscaping and must conform to [Americans with Disabilities Act Standards for Accessible Design](#) and incorporate [Crime Prevention Through Environmental Design](#) guidelines.

B. Vehicle Circulation

Town Center mixed-use nodes should feature a network of vehicle access roads and drives that conforms to the intent of the Town Center Transportation section and the Conceptual Sammamish Town Center Street Layout. The applicant must demonstrate how the vehicular access network can potentially connect to adjacent areas in the Town Center. The network should provide more than one route in or out of a site within the mixed-use node, and include street trees, landscaping and streetscape elements. Primary circulation routes for through traffic should be routed around high pedestrian areas and not impact central open spaces. Use of innovative street and access configurations is encouraged.

C. Parking and Access

Proposal must fulfill the parking standards established in [Chapter 21B.40 SMC](#). The proposal should locate parking at the periphery of mixed-use nodes and exploit joint use parking opportunities whenever possible.

D. Open Space

Town Center Zones A-1, A-2, and A-3 should have at least one central open space that acts as a public gathering space and includes a significant landscaping element. Requirements for specific zones are established in [SMC 21.B.95.050\(4\)](#).

E. Natural Systems and Environmental Quality

Mixed-use node UZDPs should incorporate and implement stormwater management recommendations from sub-basin plans, and should incorporate natural areas such as wetlands, stream corridors, wildlife

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corridors and stands of mature trees as amenities. Applicants should indicate how low impact development techniques are incorporated into the UZDP.

F. Building Scale and Compatibility

Building location, orientation, scale and massing should be configured to minimize impacts to surrounding residential areas and public facilities. Mixed-use node UZDPs should include some building organization or unifying design concept to unify the node and provide a distinctive development character.

G. Affordable Housing

Applicant should show how their proposal is consistent with the affordable housing requirements established in [Chapter 21B.75 SMC](#).

H. Incorporation of Efficient Infrastructure Systems

Applicant should show how the proposal incorporates, where it can be demonstrated to be effective, innovative infrastructure systems such as water capture and re-use, solid waste management systems, waste water treatment.

NOTICE OF APPLICATION

Per [SMC 20.05.060](#), once the application is determined to be complete, a Notice of Application will be posted at the project site as a notice board and sent by first class mail to owners of record of property in an area within 1,000 feet of the site. The City is responsible for publishing the notice in a newspaper of record within 14 days of the department's determination of completeness. A notice of application also triggers a 21-day period for the public to submit comments on the proposal.

OPEN HOUSE

Pursuant to [SMC 20.05.037](#), following application submittal and prior to approval of the unified zone development plan, the applicant and City shall conduct an open house. Notice of the open house shall be provided at least 14 days prior to the open house, and shall include the date, time, and location of the meeting and shall be mailed to all persons who would be entitled to receive notice of decision pursuant to [SMC 20.05.090](#). The purpose of this open house is to provide an additional opportunity for the community to review and provide comments on the proposed unified zone development plan.

STAFF REVIEW

City staff will provide a review and recommendation on the application based on the following criteria:

- The applicable procedural and technical requirements of [SMC Title 21A](#) and [Title 21B](#);
- Adherence to unified zone development planning principles ([SMC 21B.95.050](#));
- The City's:
 - Town Center Roadway standards ([Res. 2010-431](#) and [Res. 2013-559](#))
 - Infrastructure plans (including the adopted [Town Center Infrastructure Plan](#) for the TC-A-1 zone)
 - [2016 King County Surface Water Design Manual](#) with the City of Sammamish's Addendum
 - [City's Parks, Open Space and Trails Plan](#)
 - Other public plans and requirements
- The goals and policies of the Town Center Plan ([Ord. O2010-293 § 1 \(Att. A\)](#))

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DIRECTOR DECISION

The Director of the Department of Community Development will render a decision based on the criteria listed under "Staff Review." The approved UZDP will result in an agreement between the applicant and the City describing the terms under which permits will be reviewed. Development permit applications will also be reviewed for conformance to other provisions of the SMC. Subsequent development permit applications will be approved based on the determination that the application is in compliance with the applicable UZDP.

NOTICE OF DECISION AND APPEAL PERIOD

The City will issue a Notice of Decision, following which a 21-day appeal period begins. Appeals are heard by the Hearing Examiner within 45 days of filing.

CONTINUE WITH BUILDING PERMITS AND OTHER PLANS

Once a UZDP has been issued, an applicant may proceed with applications for development permits on the site. The Director of Community Development must determine that subsequent development permits are in compliance with the approved UZDP for approval.

DISCLAIMER

The information provided here is for guidance only, and does not constitute an exhaustive list of every possible step an applicant may need to complete.
