



Department of Community Development

801 - 228th Ave. SE, Sammamish, WA. 98075 - Phone: 425-295-0500 - Fax: 425-295-0600 - Web: www.sammamish.us

November 15, 2016

King County Dept. of Natural Resources and Parks
Attn: Gina Auld
201 South Jackson Street, Suite 700
Seattle, WA 98104-3855
gina.auld@kingcounty.gov

RE: East Lake Sammamish Trail Inglewood Parking Lot SSDP2016-00414 – Letter of Incomplete Application

Dear Ms. Auld,

Thank you for applying to the City of Sammamish for a Shoreline Substantial Development Permit regarding the East Lake Sammamish Trail Inglewood Parking Lot. The Department of Community Development has reviewed your submitted materials and has determined that the application is not complete. Consequently, this letter is intended to specify and outline what is necessary for a complete application for a Shoreline Substantial Development Permit review.

Determination of Incompleteness - This determination is based on insufficient proof of ownership or right to proceed with work through easements etc. as outlined in the “Required Information” section of this letter and in accordance with SMC 20.05.040. During staff review of the Applicant’s document submitted as “Title Report” and the plan set, it was not clear which documents applied to which property included in the project, and what property interests the Applicant is asserting for each property included in the project. Additionally, it is not clear how any potential encroachments will be addressed. The submittal is also missing tree preservation plans and water and sewer certificates.

Required Information – Before the staff can continue review of your application, 2 hard copies and 1 electronic pdf of the following shall be submitted:

- A map of the entire East Lake Sammamish Trail Inglewood Parking Lot illustrating (color coded):
 - Individual land ownership/control,
 - Easements,
 - Rights-of-ways,
 - Encroaching structures and how they may be impacted, and
 - Other supporting information.
- A table indicating property owner, address, parcel identification number, page number of correlating map, appropriate ownership/control documentation;
- All ownership/control documents such as easements, deeds, or rights-of-ways;
- Identification of and plan for encroachments;
- Tree preservation plans; and
- Water and Sewer Certificates.

Additional Information – There is additional information that will be necessary for staff to complete our review of the proposal. Although this information is not necessary for staff to determine if your application submittal is complete, we will not be able to make a decision on your project until it is submitted and reviewed. This information includes the following and shall be submitted as 4 copies and 1 electronic pdf:

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- A final signed/stamped Geotechnical Report which includes the credentials of the reviewer(s)/preparer(s).
- A final signed/stamped Technical Information Report which includes the credentials of the reviewer(s)/preparer(s).

The Required Information listed above shall be submitted to the City by **February 13, 2017** or the department may cancel this incomplete application pursuant to SMC 20.05.050(5). An intake appointment is required for submittal of all requested information and may be applied for here: <http://www.sammamish.us/permits-regulations/permits-inspections/intake-appointment-request/>. Within 14 days of the requested required information being submitted, staff will review and notify you as to whether your application is considered complete or whether additional information is necessary. The date an application is deemed complete is the date of receipt by the department of all information necessary to make the application complete.

Although you are receiving this letter via email/mail, we understand that this letter will foster additional questions and would like to meet with you to further discuss what is necessary to continue the review of your application. Please contact me directly so I can setup a meeting at City Hall.

Sincerely,



Lindsey Ozbolt
 Associate Planner
 Community Development Department
 City of Sammamish
 425-295-0527
lozbolt@sammamish.us

cc: David Pyle, Community Development Deputy Director	<i>via email</i>
Steve Leniszewski, Public Works Director	<i>via email</i>
Tawni Dalziel, Public Works Senior Stormwater Program Manager	<i>via email</i>
David Linehan, City Attorney	<i>via email</i>
Kim Pratt, City Attorney	<i>via email</i>
Frank Overton, King County Parks Capital Project Managing Supervisor	<i>via email</i>
Jenny Bailey, Parametrix Project File	<i>via email</i>