

# UNIFIED ZONE DEVELOPMENT PLAN PREAPPLICATION CONFERENCE REQUEST FORM

## ABOUT UNIFIED ZONE DEVELOPMENT PLAN PREAPPLICATION CONFERENCES

Preapplication Conferences are a required component of the Unified Zone Development Plan (UZDP) application process. They allow the applicant to discuss a proposed project in Town Center with City, Eastside Fire and Rescue, and Sammamish Plateau Water and Sewer District staff.

The UZDP Preapplication Conference should occur during the more advanced stages of the planning process. Applicants will receive staff comments to better assist them in finalizing their development plans and preparing to submit their complete application.

The UZDP review process ensures that development in the Town Center zones 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.

Upon City approval, the applicant may proceed with obtaining the required permits for individual parcel development.

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## APPLICANT RESPONSIBILITIES

Information provided by City staff as part of a Preapplication Conference does not guarantee project approval.

Applicants are responsible for completing all property and project related research, preliminary design, providing all required supporting documentation, and submitting a complete application to the City's Permit Center.

The City strongly suggests an applicant obtain the services of a qualified consultant(s) to assist in resolving design issues.

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## NEXT STEPS

Submit a UZDP application pursuant to SMC 21B.95.040. Refer to the Applicant's Guide to Applying for a Unified Zone Development Plan Land Use Permit.

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### Fees

SMC 20.05.020

- UZDP Preapplication  
Conference: \$2,640

### Code Reference

SMC 21B.95.030

### Submittal Instructions

Please complete and save this form before uploading it in MyBuildingPermit.com in the "File Upload" section.

Requests must be received at least 10 business days before the desired conference date and are scheduled based on availability.

### Questions?

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[khilde@sammamish.us](mailto:khilde@sammamish.us)  
425-295-0582

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## APPLICANT INFORMATION

Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
(if different)

Address: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Development Name: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Total Parcel Acreage: \_\_\_\_\_

Critical Areas on or Near Property:  Yes  No

If yes, describe: \_\_\_\_\_ Total Critical Area  
& Buffers Acreage: \_\_\_\_\_  
(refer to SMC 21B.25.080)

Site Description: \_\_\_\_\_  
\_\_\_\_\_

## PREAPPLICATION CONFERENCE INFORMATION

Please identify the topics you would like to discuss during your Preapplication Conference.

- Building Requirements: Demolition
- Clear & Grade: Exceptions, restrictions
- Drainage: Drainage plans and reports
- Eastside Fire & Rescue: Access/fire sprinklers
- Environmental: Steep slope, erosion, erosion/wetland overlays, conservation areas, aquifer recharge areas, wildlife, wetland, stream
- Transportation: Concurrency, access, improvements, variation, traffic reports
- Water & Sewer
- Zoning: Setbacks, density, design standards, landscaping and/or parking
- Other: \_\_\_\_\_

(Please Specify)

Request Sammamish Plateau Water/Sewer District Representative?  Yes  No

Applicant Attendees:

- Developer  Surveyor  Attorney  Realtor
- Property Owner  Architect  Engineer  Other: \_\_\_\_\_  
(Please Specify)

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## PREAPPLICATION DOCUMENTS

Additional documents may be required depending on the application type. Descriptions and templates for some of these documents can be found on the City of Sammamish's website.

- Town Center Pre-Application Conference Request Form**
- Project Guidance Notes**
  - These are the notes provided to you by staff during project guidance.
- Proposed Project Description**
  - Provide a brief overview of your project, how it meets the development code for Town Center, and what you would like to discuss at the conference to guide the staff's preparation for the meeting.
- Density Calculation Form**
  - Provides code interpretation related to residential and commercial density allowed in Town Center.
- Questions for Discussion**
  - Provide a list of questions for discussion at the Pre-application Conference.
- Identify, to the extent possible, the following elements on a proposed site plan (1 copy; maximum size of 22" x 34"):**
  - Project Information – Chapters 21B.20, 21B.25 and 21B.75\***
    - Proposed project name, parcel number, and area of the site (acres or square feet).
    - Proposed qualities and general location of land uses, including residential dwelling units, affordable housing units/provisions, and commercial floor areas, additional allocation of development capacity and mechanism for achieving additional development (e.g. affordable housing incentives, TDR credits, and additional site improvements).
  - Site Design and Layout – Chapters 21B.20, 21B.30, 21B.40 and 21B.96\***
    - Location, configuration and type of streets per the City's [Interim Town Center Street Standards](#).
    - Location, configuration and relevant performance criteria for utilities including water, waste management, water treatment & electrical power. The director may require that the applicant explore alternate infrastructure options.
    - Methods for managing stormwater in accordance with the most current King County Stormwater Design Manual, City's standards & sub-basin planning.
    - Provision of public and private open space including that required for [SMC 21B.30.090](#).
    - Location and configuration of non-motorized circulation network, including connections to adjacent properties and public rights-of-way.
    - Location and configuration of parking, including structured & surface parking.
    - Retention and enhancement of natural areas and extent of grading.
    - The street front orientation requirements for each street as described in [SMC 21B.30.030](#).
    - Location, type, size, height, and orientation of buildings and other structures.
    - A proposed phasing plan identifying the general order of development parcel or improvements but not necessarily specific dates or time frame.
    - If within the A-1 zone, describe how the proposal adheres to the [Town Center Infrastructure Plan](#).

*\*Applicants are responsible for reviewing all Sammamish Municipal Codes and adopted plans applicable to their project. The references provided here are intended to provide a starting point for applicants as they begin this work.*