

IMPACT FEE REDUCTION FOR AFFORDABLE HOUSING APPLICATION FORM

ABOUT IMPACT FEE REDUCTION FOR AFFORDABLE HOUSING

Per Sammamish Municipal Code (SMC) 21.06.045.D.1.e., the City may provide Transportation and Parks impact fee reductions for affordable housing units as follows:

Affordable Housing Type	Impact Fee Reduction
Affordable housing serving 0-60% of the area median income, and permanent supportive housing, serving households defined as Extremely Low Income in SMC 21.04.040.	80% reduction of impact fees
Affordable housing serving 61-80% of the area median income	50% reduction of impact fees

The developer must record a covenant with King County that restricts the property for uses other than affordable housing.

FEES

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2
Preliminary Review Deposit
Legal Notice – Publication & Mailing Deposit
Environmental Consultant Services (if applicable)
See current fee schedule

Submittal Instructions

Complete & save this form before uploading it to MyBuildingPermit.com in the “File Upload” section along with the rest of the submittal documents.

Code Reference

Impact Fees Exemptions and Reductions
[SMC 21.06.045.D](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

IMPACT FEE REDUCTION FOR AFFORDABLE HOUSING APPLICATION FORM



OWNER INFORMATION

☐ Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

☐ Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

PROJECT INFORMATION

Development Name: _____

Total # Affordable Units: _____

Related Permit Numbers: _____

Have any prior impact fee reduction requests been submitted to the City for this project?

☐ Yes ☐ No

If yes, provide details, including the submission date and status of the impact fee reduction request.

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SUBMITTAL CHECKLIST

The City requires that the following items be provided to approve a request for reduced impact fees. A PDF of each document is required at time of submittal. Please label files as numbered and listed below:

(For example: *02 Project Narrative*)

- ☐ 01. Signed Application Form
- ☐ 02. Project Narrative **(for a development containing 5 or more affordable units only)**
 - Explain how the following requirements have been met:
 - The proposed affordable housing units meet the provisions set forth by the City’s housing strategy plan adopted by the City Council.
 - The proposed affordable housing units will assist the City in meeting Sammamish’s affordable housing targets.
 - The location of the affordable housing units meets the City’s comprehensive plan policies for the proposed housing type and density.
 - How the proposed affordable housing units meet the City’s concurrency requirements and public works standards.
- ☐ 03. Lien/Covenant
 - Provide a copy of the City-prepared lien, covenant, or other contractual provision recorded against the property, ensuring that the proposed affordable housing unit(s) or development will continue to be used for low- or moderate-income housing and remain affordable to those families/households for a period of not less than 30 years.
- ☐ 04. Site Plan
 - Show the location of the affordable housing unit(s) subject to this impact fee reduction request.
 - Show the location of any affordable housing units that were subject to a prior impact fee reduction request (if applicable).
- ☐ 05. Impact Fee Reduction Table
 - A table demonstrating the total amount of affordable housing units in the development and any prior impact fee reduction requests to date.

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that the development named above contains the stated number of affordable housing units and that this may qualify my development for reduced streets and parks impact fees, subject to a decision by the Director of Community Development, in consultation with the Directors of Public Works and Parks and Recreation. I am aware that willful misrepresentation of information will result in termination of this application.

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____