

SITE DEVELOPMENT PERMIT APPLICATION

ABOUT SITE DEVELOPMENT PERMITS

Site development permits are primarily used for subdivisions and short subdivisions as well as non-residential projects.

FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

SHORT PLAT

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2 (due at submittal)
Short Subdivision Review (due at submittal)
Short Subdivision Inspection (due at issuance)

SUBDIVISION

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 3 (due at submittal)
Subdivision Review (due at submittal)
Per Lot Review Fee (due at submittal)
Subdivision Inspection (due at issuance)
Inspection Per Lot Fee (due at issuance)

ALL OTHER PROJECTS

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2 (due at submittal)
Review (due at submittal)
All Others - Inspections (due at issuance)

[See current fee schedule](#)

Code Reference

Clearing & Grading
SMC 16.15

Questions?

Visit the Permit Center
Application Fee Estimator

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

SITE DEVELOPMENT PERMIT APPLICATION

OWNER INFORMATION

 Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

OWNER'S AUTHORIZED AGENT/CONTACT

 Agent 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.*

ENGINEER/SURVEYOR

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

CERTIFIED EROSION AND SEDIMENT CONTROL LEAD (CESCL)

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

CESCL ID #: _____ Expiration Date: _____

PROPERTY & PROJECT INFORMATION

Property Address: _____

Parcel Number(s): _____

Property & Project Information continued on next page

SITE DEVELOPMENT PERMIT APPLICATION



PROPERTY & PROJECT INFORMATION CONTINUED

Name of Plat: _____ Land-Use # Assigned: _____
(if applicable) (if applicable)

Associated preliminary & feasibility numbers: _____
(if applicable)

Cost Estimate for Project: _____

Scope of Work:

SUBMITTAL CHECKLIST

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. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 03. Bond Quantity Worksheet (Landscaping)
- 04. Historic Resources Affidavit
- 05. Water Availability Certificate
- 06. Sewer Availability Certificate
- 07. Preliminary Septic Approval (if applicable)
- 08. Eastside Fire & Rescue Plan Review Sheet
- 09. Legal Description
- 10. SEPA Checklist (if applicable)
- 11. Critical Area Affidavit
- 12. Geotechnical Report (if applicable)
- 13. Arborist Report
 - Report must document how the landscape and tree protection and TESC fully comply with all applicable tree protection and tree retention requirements.
- 14. Wetland Report (Wetland/Stream Report, if applicable)
- 15. Floodplain Assessment (if applicable)

Submittal Checklist continued next page

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SUBMITTAL CHECKLIST CONTINUED

- 16. Stormwater Facility Information Form (if applicable)
- 17. Storm Drainage Analysis (Technical Information Report)
 - Must respond to all sections of the [2016 King County Surface Design Manual](#) (as applicable)
 - Include all the items specified in section 2.3.1.1 of the [2016 King County Surface Design Manual](#)
 - Include drainage adjustment if necessary
- 18. Storm Water Pollution Prevention Plan (SWPPP)
- 19. PW Standards Deviation (if proposed)
- 20. Plan Set
 - Please refer to Site Development Plan Set Requirements

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 willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Title 16 SMC](#).

Owner Signature: _____ Date: _____

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

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](#).
- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Clearing & Grading	Any Project Type	Plat Infrastructure	Site Development
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.