

# UNIFIED ZONE DEVELOPMENT PLAN PREAPPLICATION CONFERENCE REQUEST FORM

## ABOUT UNIFIED ZONE DEVELOPMENT PLAN (UZDP) PREAPPLICATION CONFERENCES

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Preapplication Conferences are a required component of the 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 designed to 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 Town Center Plan.

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

## APPLICANT RESPONSIBILITIES

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**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.

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

## FEEES

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The fee applicable to this request is a Preapplication Conference (UZDP). [See current fee schedule.](#)

## NEXT STEPS

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After the preapplication conference is complete, applicants may submit a UZDP application pursuant to [SMC 21.07.080](#). Refer to the Applicant's Guide to Applying for a UZDP.

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

### Code Reference

UZDP Application Process  
[SMC 21.07.120\(C\)](#)

### 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](http://www.sammamish.us)

# UNIFIED ZONE DEVELOPMENT PLAN PREAPPLICATION CONFERENCE REQUEST FORM



## OWNER INFORMATION

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

Address: \_\_\_\_\_

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

## APPLICANT/REPRESENTATIVE INFORMATION

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

Address: \_\_\_\_\_

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

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

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

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Acres) (Square Feet)

Please complete the below for any critical areas on property:

| Type  | Total Area<br>(Square Feet) | Type   | Total Area<br>(Square Feet) |
|---|-----------------------------|--|-----------------------------|
| <input type="checkbox"/> Frequently flooded area                            | _____                       | <input type="checkbox"/> Lake                                      | _____                       |
| <input type="checkbox"/> Landslide area                                     | _____                       | <input type="checkbox"/> Critical aquifer recharge area            | _____                       |
| <input type="checkbox"/> Seismic hazard area                                | _____                       | <input type="checkbox"/> Wetland                                   | _____                       |
| <input type="checkbox"/> Erosion hazard area                                | _____                       | <input type="checkbox"/> Stream                                    | _____                       |
| <input type="checkbox"/> Erosion hazard near sensitive water bodies overlay | _____                       | <input type="checkbox"/> Fish & wildlife habitat conservation area | _____                       |

## 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

**Preapplication Conference Information continued on next page**

# UNIFIED ZONE DEVELOPMENT PLAN PREAPPLICATION CONFERENCE REQUEST FORM



## PREAPPLICATION CONFERENCE INFORMATION CONTINUED

- 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)

### Applicant Attendees:

- |   |                                    |                                   |   |
|---|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Developer      | <input type="checkbox"/> Surveyor  | <input type="checkbox"/> Attorney | <input type="checkbox"/> Realtor                          |
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Architect | <input type="checkbox"/> Engineer | <input type="checkbox"/> Other: _____<br>(Please Specify) |

## PREAPPLICATION 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. Completed Request Form
- 02. Project Narrative
  - Include brief description of your site and your project
  - Summarize what you'd like to discuss at the conference
  - Describe how your project meets the development code for Town Center
- 03. Project Guidance Notes
  - These are the notes provided to you by staff during project guidance
- 04. List of Questions
  - Provide a list of questions for discussion at the Preapplication Conference
- 05. [Density Calculations](#)
  - Choose the appropriate Density Worksheet for each Town Center zone applicable under the [Submittal Documents](#) section
  - Refer to the [Code Interpretation](#) related to residential and commercial density in Town Center

**Preapplication Submittal Checklist continued on next page**

**PREAPPLICATION SUBMITTAL CHECKLIST CONTINUED**

06. Site Plan (maximum size of 22" x 34")

Identify, to the extent possible, the below elements on a proposed site plan: **Project Information – Chapters 21.07.040, 21.07.050 and 21.07.100\***

- 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 21.07.040, 21.07.060, 21.07.080 and 21.07.130\***

- 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 21.07.060\(A\)\(3\)](#)
- 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 21.07.060\(A\)\(3\)](#)
- 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
- Describe how the proposal adheres to the [Town Center Infrastructure Plan \(applicants within the A-1 zone only\)](#)

*\* 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.*

# UNIFIED ZONE DEVELOPMENT PLAN PREAPPLICATION CONFERENCE REQUEST FORM



## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).

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- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

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- 3 Select the following:

|                         |                     |                         |                        |
|-------------------------|---------------------|-------------------------|------------------------|
| <u>Application Type</u> | <u>Project Type</u> | <u>Activity Type</u>    | <u>Scope of Work</u>   |
| Land Use                | Any Project Type    | Preapplication Services | Preapplication Meeting |

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- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.