TRAFFIC CONCURRENCY REVIEW APPLICATION

City of Sammamish
Community Development
801 228th Ave SE
Sammamish, WA 98075
425-295-0500 | www.sammamish.us

ABOUT TRAFFIC CONCURRENCY REVIEW

Sammamish Municipal Code (SMC) 21.08.020 requires each applicant for a permit that generates additional vehicular trips to apply for a Certificate of Concurrency. A concurrency test determines a proposed development's impact on transportation facilities in conformance with the City's adopted level of service standards per SMC 21.08.020(E).

The City performs a concurrency test for proposed development prior to the issuance of a Certificate of Concurrency. **The Traffic Concurrency Review application must be submitted and testing fees must be paid within 180 days of the Preapplication Conference date.** Applicants are encouraged to submit Project Guidance to help understand the applicable requirements.

FEES

FEES APPLICABLE TO THIS PROJECT
Concurrency Test Administrative Fee
Concurrency Test/Exemption Fee
Processing Fee for Concurrency Test/Exemption
15% Technology Fee
See current fee schedule

Code Reference

Concurrency
SMC 21.08.020

Questions?

Submit Project Guidance

Visit the Permit Center

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

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City of Sammamish Community Development

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.*

OWNER INFORMATION (IF DIFFERENT THAN ABOVE)

☐ Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____
(List all parcel numbers)

Development Name: _____

PROJECT INFORMATION

Project Description:

If a traffic concurrency certificate was previously issued for the same project, provide the following:

Previous Traffic Concurrency Certificate Number: _____

Previous Traffic Concurrency Certificate Issued Date: _____

Project Information continued on next page

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PROJECT INFORMATION CONTINUED

Development Permit Type Applying For:

☐ **ADU (ACCESSORY DWELLING UNIT)**

Which Permit Type applies?

☐ Accessory Structure Building Permit

☐ Addition Building Permit

☐ **SINGLE-FAMILY (1 LOT ONLY)**

Located in Town Center? ☐ Yes ☐ No

☐ **SHORT SUBDIVISION (BETWEEN 2 AND 9 LOTS)**

Development Name: _____

Existing Single-Family Units: _____ Proposed Total Units: _____
(include existing units to remain)

Located in Town Center? ☐ Yes ☐ No

☐ **SUBDIVISION (10 OR MORE LOTS)**

Development Name: _____

Existing Single-Family Units: _____ Proposed Total Units: _____
(include existing units to remain)

Located in Town Center? ☐ Yes ☐ No

☐ **MULTIFAMILY**

Development Name: _____

Existing Units: _____ Proposed Total Units: _____
(include existing units to remain)

Located in Town Center? ☐ Yes ☐ No

☐ Which Permit Type applies?

☐ Conditional Use Permit

☐ Commercial Site Development Permit

☐ Unified Zone Development Plan

☐ Other: _____

Project Information continued on next page

PROJECT INFORMATION CONTINUED

☐ **COMMERCIAL**

Development Name: _____

Existing Number of Units: _____ Proposed Total Number of Units: _____
(include existing units to remain)

Existing Type of Unit: _____ Proposed Type of Unit: _____

Current or Prior Type of Use: _____

Proposed Type of Use: _____

Located in Town Center? ☐ Yes ☐ No

Which Permit Type applies?

- ☐ Conditional Use Permit
- ☐ Commercial Site Development Permit
- ☐ Unified Zone Development Plan
- ☐ Other: _____

☐ **TENANT IMPROVEMENT**

Development Name: _____

Existing Square Footage: _____ Proposed Total Square Footage: _____
(include existing to remain)

Current or Prior Type of Use: _____

Proposed Type of Use: _____
(please be specific)

Located in Town Center? ☐ Yes ☐ No

PREAPPLICATION CONFERENCE DECLARATION

Please carefully read the information below and select ONE of the three options.

☐ **Preapplication Conference Note from Public Works**
Please upload a copy of the Preapplication Conference note. The preapplication conference must be consistent with the scope of the project.

Date of Preapplication Conference: _____

☐ **Preapplication Conference Waiver from Public Works**
Please upload a copy of the email or letter waiving the Preapplication Conference, or the Project Guidance Notes, if it was determined that a Preapplication Conference was not required.

Preapplication Conference Declaration continued on next page

PREAPPLICATION CONFERENCE DECLARATION CONTINUED

☐ **Request to proceed without Preapplication Conference Note or Waiver**

I understand that by selecting this option:

- The City may determine that required materials are incomplete;
- Testing and administrative fees are non-refundable; and
- My application may be delayed or denied due to insufficient early coordination.

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as listed below:
(For example: *Traffic Concurrency Review Application)*

☐ Traffic Concurrency Review Application

☐ Site Plan **(for Short Subdivisions, Subdivisions, Multifamily, Commercial & Tenant Improvements application only)**

☐ Traffic Trip Generation Memo **(for Subdivisions, Multifamily, Commercial & Tenant Improvements application only)**

☐ Change in Use Trip Generation Analysis **(for Tenant Improvement application only when there is a change in use)**

☐ Preapplication Conference Documentation

- Upload the Preapplication Conference Note or Preapplication Conference Waiver as identified in the Preapplication Conference Declaration section above.

CERTIFICATIONS & SIGNATURES

I have read and understand the following:

- A Concurrency Certificate shall expire, and a new concurrency test application is required unless the Development Permit for which the concurrency is reserved is applied for within 180 calendar days of issuance of the Certificate of Concurrency.
- A Concurrency Certificate shall be valid for the Development Permit application period and subsequently for the same period of time as the Development Permit for which it was issued expires.
- A Certificate of Concurrency is valid only for the uses and intensities authorized for the Development Permit with which it is issued.
- A Certificate of Concurrency is valid only for the Development Permit with which it is issued, and for subsequent Development Permits for the same parcel, as long as the Applicant obtains the subsequent Development Permit prior to the expiration of the earlier Development Permit.
- A Certificate of Concurrency runs with the land and cannot be transferred to a different project site.

Additionally, I confirm that 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 SMC 21.09.010.

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:

Application Type	*Project Type*	*Activity Type*	*Scope of Work*
Land Use	Any Project Type	Use Approval	Concurrency Review

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