

SURFACE WATER DESIGN MANUAL REQUIREMENTS/STANDARDS ADJUSTMENT REQUEST FORM

ABOUT SURFACE WATER DESIGN MANUAL STANDARD ADJUSTMENTS

Pursuant to Chapter 1, Section 1.4 of the King County Surface Water Design Manual (KCSWDM) and the City of Sammamish Addendum to the KCSWDM, project proponents may seek adjustments to the core or special requirements, or any other specific requirement or standard contained in the KCSWDM as a Drainage Adjustment. Drainage Adjustments are subject to SMC 21.03.050.D.3.

CRITERIA FOR GRANTING A DRAINAGE ADJUSTMENT

The adjustment must:

1. Produce a compensating or comparable result that is in the public interest, AND
2. Meet the objectives of safety, function, appearance, environmental protection, and maintainability.

[KCSWDM Section 1.4.2](#)

APPLICATION REVIEW PROCESS

Drainage Adjustments are processed as a Type 1 or Type 2 Land Use Decision in accordance with [SMC 21.09.010.B](#). Drainage Adjustments not disclosed as part of a land use application shall be processed as a Type 2 decision. All other adjustments will be Type 1 decisions.

The Public Works Director shall either approve, approve with conditions, or deny the application. Requests to reconsider a decision shall follow the procedures in [KCSWDM Section 1.4.5](#).

FEES

FEES APPLICABLE TO THIS PROJECT

Environmental Consultant Services (if applicable)

Planning Hourly Rate for Addl. Reviews (Type 2 only)

Drainage Adjustment Review

[See current fee schedule](#)

Code Reference Adjustments

2021 King County Surface
Water Design Manual

Sammamish Addendum -
Chapter 1, Section 1.4

Public Works Standards

Questions?

For existing permit applications:

Please log-in to
MyBuildingPermit.com to
contact your reviewer

For general questions:

425-295-0634
[Email Public Works](#)

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

SURFACE WATER DESIGN MANUAL REQUIREMENTS/ STANDARDS ADJUSTMENT REQUEST



OWNER INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

☐ Owner same as Applicant/Rep.

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROJECT INFORMATION

Associated Permit Number: _____

Project Address: _____

Associated Applications: _____

Project Name: _____

City Engineer/Planner Name: _____

DESIGN ENGINEER INFORMATION

Name: _____ Company: _____

Address: _____

Phone: _____ E-Mail: _____

ADJUSTMENT REQUEST INFORMATION

Land Use Decision Process

☐ Type 1 ☐ Type 2

If Type 1 Land Use application is allowed per [SMC 21.03.050.D.3.c.ii](#),
indicate other land use application number: _____

Type of Adjustment Request:

☐ Standard ☐ Experimental

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ADJUSTMENT REQUEST INFORMATION CONTINUED

Applicable version of the KCSWDM or Sammamish Addendum:

- ☐ 2016 ☐ 2021

Adjustment is being sought for a variance from the following core or special requirement or chapter or section of the KCSWDM or Sammamish Addendum:

Requirement: _____ Explanation: _____

Requirement: _____ Explanation: _____

Requirement: _____ Explanation: _____

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:

(For example: *03. Drawings*)

Include drawings, photos, calculations, maps, and other materials necessary to demonstrate that the proposed adjustment meets the criteria of [KCSWDM Section 1.4.2](#) (detailed in 02. Project Narrative below). All drawings, diagrams, maps, and other documentation should have clear labeling, accurate reference points, and other identification.

Staff will use the below items to review and consider your request. will not be reviewed and will result in a denial of the request. Failure to provide all pertinent information, as well as vague, unclear, or difficult-to-read documents, may result in delayed processing or denial of your request.

☐ 01. Signed Application Form

☐ 02. Project Narrative

Clearly demonstrate how the proposed adjustment meets both of the below criteria from [KCSWDM Section 1.4.2](#):

- Produce a compensating or comparable result that is in the public interest, AND
- Meet the objectives of safety, function, appearance, environmental protection, and maintainability

☐ 03. [Acceptance of Financial Responsibility - Affidavit of Applicant Status](#)

☐ 04. Mailing List, Map, and Labels (Type 2 only)

- Include at least 20 different property owners within 500 feet of the site
- Upload a PDF version, with the map, under “Mailing List, Map, and Labels” in [MyBuildingPermit.com](#)
- After submittal, the City will request the Excel version of the template via email

Submittal Checklist Continued on Next Page

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SUBMITTAL CHECKLIST CONTINUED

- ☐ 05. Drawings (as necessary)
- ☐ 06. Photographs (as necessary)
 - Photos must be in a pdf format
- ☐ 07. Maps (as necessary)
- ☐ 08. Documentation of Communication with Downstream Property Owners (as applicable)
- ☐ 09. Maintenance and Monitoring Plan (Applications for any Experimental Adjustment only)
 - Address the requirements detailed in the [Sammamish Addendum to the KCSWDM](#)
- ☐ 10. Additional Documentation (as necessary)
 - Provide additional documentation to assist with a complete review

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 [SMC 21.09.010](#).

Owner Signature: _____ Date: _____

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

ONLINE SUBMITTAL INSTRUCTIONS

1 Create an account on [MyBuildingPermit.com](https://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>
Land Use	Any Project Type	Amendments or Modifications to Previous Land Use Approval	Surface Water Design Manual Adjustment

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