

FAQs

When should I hold my meeting?

Meetings must be held after your pre-application conference but before submitting an application. Your application needs to be submitted within 120 days of hosting your neighborhood meeting.

Who coordinates and pays for the meeting?

It is the responsibility of the project applicant to arrange the details of your meeting and pay any costs (such as rental fees and materials) associated with the meeting.

Where do I find the list of community organizations and state and local agencies that need to be notified of my meeting?

The City keeps a list of state and local agencies and community organizations available on its website or on request from the Permit Center.

Does the City have resources available to help me?

The City has the Notice of Neighborhood Meeting form, a sample agenda, and instructions for generating the name and address information used for your notice mailing on their website.



Get More
Information

www.sammamish.us



Neighborhood Meeting Guide

FOR APPLICANTS

How to have a successful meeting

Neighborhood Meetings are required for larger scale projects or for projects that would benefit from early public input (per Sammamish Municipal Code 20.05.035). The Neighborhood Meeting allows those potentially impacted by the project to learn more about it and decide how they'd like to engage as the project advances in the application process. Additionally, the meeting discussion can help applicants identify if parts of their project should be redesigned to address issues and meet code.

1

Arrange

Meetings should be held in a public place (library, school, etc) within the City of Sammamish at a time when the public is generally available to attend, usually in the evenings after work and school.

2

Notify

Complete a Notice of Neighborhood Meeting Form for public noticing. Who the mailing is sent to varies based on the project location. Read Sammamish Municipal Code 20.05.060(7)(a) to find the requirements for your project.

Be sure to also include the General Mailing List linked at the bottom of the Notice of Neighborhood Meeting Form as well as the Director of Community Development with the rest of your mailing list. The mailing needs to be sent at least 21 days before your meeting date.

NOTE: If your property is in the Erosion Hazard Near Sensitive Water Bodies overlay, your notice needs to be mailed to property owners within 2,000 feet of the project site.

3

Host

At your meeting, be sure to address and take notes on the following items:

Introduction

Introduce the applicant, representatives, property owner, and other members of the applicant team. Attendees must sign in on a sign-in sheet which will get submitted to the City.

Describe expected impacts to the character and quality of life in the neighborhood both during construction and after the project is built.

Discuss the timing of the proposed development.

Discussion

Respond to questions about the project
Address neighborhood concerns and suggestions about the project design.

Project Overview

Describe the project location and the proposal, including the number of lots, design of the site, proposed features, streets, etc.

4

Document

Within 30 days of your meeting, send the following information to all attendees and to the City, including:

- The date, time, and location of your meeting
- Contact information for anyone representing the applicant at the meeting (collected on the sign-in sheet)
- Meeting minutes and the comments received during the meeting
- Copies of documents submitted by attendees or presented by the applicant at meeting

5

Submit

Submit a complete application to the City of Sammamish within 120 days of hosting your meeting. If your project changes substantially from the information presented at the meeting or if your application is late, you'll be required to host a new neighborhood meeting.

