

## Land Use Application



# State Environmental Policy Act Review

SMC Chapter 20.05 & 20.15

### Submittal Items

- Base Land Use Application;
- Development Plan Sets (four copies per Submittal Instructions);
- Title Report (< 30 days old & demonstrating legal lot status);
- Critical Area Affidavit;
- Environmental Checklist<sup>1</sup>;
- Mailing List, Map & Labels<sup>2</sup>, (one list & map of property owners within 500' of subject site & two sets of mailing labels);
- Fees<sup>3</sup>: Counter Service Intake Fee Type 2 \$225.00, Legal Notice-Posting \$190.40, Environmental Checklist Review \$563.00 plus \$112.50 an hr., Critical Areas Basic/Complex Review<sup>4</sup> \$337.50/\$562.50.

The SEPA review is a Type 2 land use process and is subject to the issuance of a SEPA threshold determination by the responsible city official. This application must accompany a completed clearing and grading, building, or right-of-way permit application.

Procedures and standards regarding the timing and content of environmental review are outlined in WAC 197-11-055 through 100; substantive authority and mitigation are outlined in WAC 197-11-650 & 660.

### Community Development Department

801 228th Avenue SE  
Sammamish, WA  
98075-9509

Phone: 425-295-0500  
Fax: 425-295-0600  
Web: [www.ci.sammamish.wa.us](http://www.ci.sammamish.wa.us)

<sup>1</sup>A brochure is available with addition information to assist applicants with completing the environmental checklist. <sup>2</sup>As identified by KC Tax Assessor records. The 500 foot area shall be expanded as necessary to include at least 20 different property owners. <sup>3</sup>Additional fees may be required depending on the proposal. <sup>4</sup>Complex review fee is applied for residential review after 4.5 hours and nonresidential after 6 hours.

**Land Use Application**

**Base Land Use**



**SMC Chapter 20.05**

**Applications**

Please check all that apply:

- Binding Site Plan
- Boundary Line Adjustment
- Commercial Site Development
- Comprehensive Plan Amendment
- Conditional Use Permit
- Reasonable Use Exception
- Shoreline Conditional Use\*
- Shoreline Substantial Development\*
- Shoreline Variance\*
- Preliminary Short Subdivision
- Preliminary Subdivision
- Wireless Communication Facility
- Zoning Change
- Zoning Variance
- Other: \_\_\_\_\_

\*Requires JARPA Form Completion.

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**Applicant/Owner Information**

Applicant Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Representative (if other than applicant): \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner(s) (if other than applicant): \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Zoning: \_\_\_\_\_ Site Address: \_\_\_\_\_

Comp. Plan: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Physical characteristics of site: \_\_\_\_\_ Critical areas on or near the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures**

Applicant(s), Representative and/or Owner(s):

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with SMC Title 20.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



PERMIT NUMBER							

801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: www.ci.sammamish.wa.us

**Acceptance of Financial Responsibility for Project Fees**  
 Please complete **ONE** of the following as either Owner or as Applicant

Project Address:	
Parcel Number #	

**PROPERTY OWNER**

Property Owner Name:	
Company Name:	
Address:	
City/State/Zip:	
Phone:	
Fax:	

Property Owner's Relationship to the Project:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Developer | <input type="checkbox"/> Seller       |
| <input type="checkbox"/> Owner     | <input type="checkbox"/> None         |
| <input type="checkbox"/> Lessor    | <input type="checkbox"/> Other: _____ |

**Property Owner:**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that I am the Owner of the above referenced property, or the \_\_\_\_\_ (relationship) of the Owner, \_\_\_\_\_ (business entity), that the information provided herein is correct and complete, and that I have authority to bind the Owner to this statement. Owner will pay all permit fees for the above project, regardless whether the permit is issued or whether the application is canceled before permit issuance. If the Owner's address changes at any time before City of Sammamish has received full payment for all fees billed or owing. Owner will immediately notify City of Sammamish of the new address. Owner understands that there may be hourly or other review fees that accrue during review or prior to closing the permit that are above the minimum permit fee paid at time of application. Owner will be responsible for any and all additional fees.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_

City State

By: \_\_\_\_\_ (Signature)



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**APPLICANT**

Applicant Name:	
Company Name:	
Address:	
City/State/Zip:	
Phone:	
Fax:	

**Applicant’s Relationship to the Project:**

- Architect
- Lessee
- Contract Purchaser
- Rezone Petitioner
- Condemor
- Other: \_\_\_\_\_

**Applicant:**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant, or the \_\_\_\_\_ (relationship) of the Applicant, \_\_\_\_\_ (business entity), that the information provided herein is correct and complete, and that I have authority to bind the Applicant to this statement. Applicant will pay all permit fees for the above project, regardless whether the permit is issued or whether the application is canceled before permit issuance. If the Applicant’s address changes at any time before City of Sammamish has received full payment for all fees billed or owing. Applicant will immediately notify City of Sammamish of the new address. Applicant understands that there may be hourly or other review fees that accrue during review or prior to closing the permit that are above the minimum permit fee paid at time of application. Applicant will be responsible for any and all additional fees.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
City State

By: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Title)

## Land Use Application



# Development Plan Set, Submittal Instructions

## SMC Chapter 20.05

### General Instructions

Applications which require the submittal of a development plan set must prepare the sheets as shown and in the format described below. If you have questions please contact the department.

- Sheet Size, 22" x 34";
- Reduced Sheet Size, 11" x 17";
- Electronic Sheets, PDF & DWG File Types on Disk;
- Numbered Sequentially (Lower right hand corner of each page);
- Name of Project, (all sheets)
- Date, Including additional space for revision dates; (All Sheets)
- North Arrow; (all site related sheets)
- Engineering Scale (includes scale bar not smaller than 1:50', all sheets)
- Survey Drawings at NAD 83/91 horizontal datum & NAVD 88 vertical datum and included on site plan;
- Contour Intervals = 2' & 5';
- Elevations within 50' of subject site;
- Professional Engineer Stamp.

### Title Sheet

- A. Vicinity Map of Proposed Development
- B. Parcel Identification Number
- C. Legal Description
- F. Table of Existing/Proposed If Applicable:
  - Total Acres & Square Feet per Lot
  - Total Number of Dwelling Units
  - Total Gross Floor Area<sup>1</sup>
  - Total Net Floor Area<sup>1</sup>
  - Total Parking & Loading Spaces
  - Total Impervious Surfaces
  - Zoning Designation
  - Land Uses to N, S, E, W of Site

### Site Plan

- A. Building Setbacks
- B. Ordinary High Water Mark<sup>2</sup>
- C. Location/Dimensions and/or Area:
  - Property and Lot Lines
  - Site Access, Existing/Proposed
  - Structures, Existing/Proposed
  - Roads, Existing/Proposed
  - Parking and Lighting Information
  - Critical Areas and Buffers
  - Easements
  - Wells/Drainfields or Water/Sewer Lines
  - Stormwater Facilities, Existing/Proposed
  - Adjacent Land Uses

### Conceptual Clear/Grade Plan

- A. Structures, Existing and Proposed
- B. Structures To Be Demolished
- C. Improvements, Existing and Proposed
- D. Adjacent Land Uses
- E. Vegetated Areas
- F. Land Contours, Existing and Proposed
- G. Critical Areas and Buffers
- H. Trees Retention Plan<sup>3</sup>
- I. Clearing & Grading Limits<sup>4</sup>
- J. Alternative Area for Development

### Conceptual Drainage Plan, (Per KCSWDM)

- A. Stormwater Facilities, Existing/Proposed
- B. Assumed Land Coverage<sup>6</sup>
- C. Critical Areas and Buffers
- D. Proposed Improvements
- E. Land Contours, Existing and Proposed
- F. Downstream Analysis (Report Format)

### Landscaping Plan<sup>7</sup>

- A. Boundary of Property
- B. Total Landscape Area
- C. Impervious Surfaces
- D. Table of Landscape Material/Mix Including:
  - Botanical/Common Name
  - Diameter Width
  - Percentage of Tree Types
- E. Structures including Detention Facilities, Existing and Proposed
- F. Fences and Retaining Walls
- G. Undisturbed Vegetated Areas
- H. Open Space and/or Recreational Space
- I. Water Budget Table<sup>1</sup>

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<sup>1</sup>Commercial, institutional, office uses only, <sup>2</sup>For shoreline properties, OHWM, as defined by WAC 173 22 030 (11) is usually determined by an environmental expert, <sup>3</sup>Greater than 8" and 12" in diameter for coniferous and deciduous trees, <sup>4</sup>Specify quantity, source, composition & destination, <sup>5</sup>Shoreline variances only, <sup>6</sup>Impervious, grass, forest etc... <sup>7</sup>When applicable.



# Critical Area Affidavit

## SMC Chapter 21A.50.100

### Critical Areas Definition

Critical areas means those areas in the City that are erosion hazard areas, frequently flooded areas, landslide hazard areas, seismic hazard areas, critical aquifer recharge areas, wetlands, streams, and fish and wildlife habitat conservation areas. (Ord. 02005-193 § 2)

The purpose of this affidavit is for the applicant to disclose to the city the presence of any critical areas as defined in the Sammamish Municipal Code 21A.50 and 21A.15.254. Disclosure is required: when a proposed development site contains a critical area and/or required buffer either on or within 215 feet of the property that is the subject of the application; when there have been illegal alterations to critical areas or buffers; and when violations have occurred (including whether corrections satisfactory to the city have been completed). Failure to accurately disclose this information may require additional review, project revisions and/or fees. If you are unsure, please contract with a qualified professional to review on-site and surrounding conditions and determine the presence of critical areas and/or buffers. If such areas are present a critical areas study will be required consistent with SMC 21A.50 to be submitted as part of your development application. No notary is required for this affidavit.

### Affidavit

STATE OF WASHINGTON )  
 )ss  
COUNTY OF KING )

Applicant(s), Representative and/or Owner(s):

The undersigned, being first duly sworn on oath deposes and says:

- A. The affiant is competent to be a witness herein;
- B. The affiant is the applicant for the above project;
- C. To the best of the affiant's knowledge:
  - The critical area on the development proposal site has not been illegally altered; or
  - The affiant has previously been found to be in violation of SMC 21A.50, for any property in the City; and such violations have been corrected; or
  - The affiant has no known critical area on the development proposal site.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

*If you have questions, need more information or would like to schedule a pre-application conference regarding a land use application please contact the City of Sammamish, Community Development Department.*



# Environmental Checklist

WAC 197-11-960

## Purpose

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

## Instructions

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can. You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you. The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

## Background Information

1. Name of proposed project, if applicable:
2. Name of applicant(s):
3. Address and phone number of applicant and contact person:
4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing or schedule (including phasing, if applicable):
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
10. List any government approvals or permits that will be needed for your proposal, if known.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.



**1. Earth**

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- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other . . . . .
  
- b. What is the steepest slope on the site (approximate percent slope)?
  
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
  
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
  
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
  
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
  
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, a phalt or buildings)?
  
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

**2. Air**

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- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
  
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
  
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

**3. Water**

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**a. Surface Water**

- 1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
  
- 2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected.

Indicate the source of fill material.

4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

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### **3. Water (cont.)**

#### **b. Ground Water**

1. Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

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#### **c. Water Runoff (Including Storm)**

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2. Could waste materials enter ground or surface waters? If so, generally describe.

#### **d. Water Reduction/Control**

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1. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

#### 4. Plants

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- a. Check the types of vegetation found on the site:
  - ┆ deciduous tree: alder, maple, aspen, other
  - ┆ evergreen tree: fir, cedar, pine, other
  - ┆ shrubs
  - ┆ grass
  - ┆ pasture
  - ┆ crop or grain
  - ┆ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
  - ┆ water plants: water lily, eelgrass, milfoil, other
  - ┆ other types of vegetation
- b. What kind and amount of vegetation will be removed or altered?
- c. List threatened or endangered species known to be on or near the site.
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

#### 5. Animals

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- a. Check any birds and animals which have been observed on or near the site or are known to be on or near the site:
  - ┆ hawk, heron, eagle, songbirds, other:
  - ┆ deer, bear, elk, beaver, other:
  - ┆ bass, salmon, trout, herring, shellfish, other:
- b. List any threatened or endangered species known to be on or near the site.
- c. Is the site part of a migration route? If so, explain.
- d. Proposed measures to preserve or enhance wildlife, if any:

#### 6. Energy

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- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

## 7. Environmental Health

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### a. Health Hazard

1. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.
  - i. Describe special emergency services that might be required.
  - ii. Proposed measures to reduce or control environmental health hazards, if any:

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### b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
3. Proposed measures to reduce or control noise impacts, if any:

## 8. Land/Shoreline Use

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- a. What is the current use of the site and adjacent properties?
- b. Has the site been used for agriculture? If so, describe.
- c. Describe any structures on the site.
- d. Will any structures be demolished? If so, what?
- e. What is the current zoning classification of the site?
- f. What is the current comprehensive plan designation of the site?
- g. If applicable, what is the current shoreline master program designation of the site?
- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.
- i. Approximately how many people would reside or work in the completed project?
- j. Approximately how many people would the completed project displace?
- k. Proposed measures to avoid or reduce displacement impacts, if any?
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

## 9. Housing

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- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts, if any:

## 10. Aesthetics

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- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any:

## 11. Light and Glare

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- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any:

## 12. Recreation

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- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

## 13. Historic/Cultural Preservation

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- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

### 13. Historic/Cultural Preservation (cont.)

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
  
- c. Proposed measures to reduce or control impacts, if any:

### 14. Transportation

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- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
  
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
  
- c. How many parking spaces would the completed project have? How many would the project eliminate?
  
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
  
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
  
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
  
- g. Proposed measures to reduce or control transportation impacts, if any:

### 15. Public Service

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- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.
  
- b. Proposed measures to reduce or control direct impacts on public services, if any :

### 16. Utilities

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- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

**16. Utilities (cont.)**

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b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**Signatures**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_