



Community Development Department  
 801 228th Avenue SE  
 Sammamish, WA 98075-9509  
 Phone: 425-295-0500  
 Fax: 425-295-0600  
 City Hall Hours: 8:30am-5:00pm  
 Permit Center: 8:30am-4:00pm  
 Web: [www.sammamish.us](http://www.sammamish.us)  
[www.mybuildingpermit.com](http://www.mybuildingpermit.com)

LAND USE APPLICATION

SMC CHAPTER 21B.95

## SAMMAMISH TOWN CENTER Pre-Application Conference

The purpose of the Unified Zone Development Plan (UZDP) pre-application meeting process, is to allow the applicant to discuss a proposed project design in the Town Center with City, Eastside Fire and Rescue, and Sammamish Plateau Water and Sewer District staff. This process should be started as early as possible in the design process, to allow for an iterative, considered discussion between the applicant and the relevant agencies. The UZDP process does allow the City flexibility in design and regulatory review; consequently early communication with an applicant prior to substantive design, and then through the design process, is intended to allow for maximum design flexibility while ensuring compliance with the unified zone development principles.

This process is also designed to be iterative, and to allow for considerable staff review and coordination prior to and following the pre-application meeting process. All UZDP applications are required to engage in the pre-application meeting process to ensure successful site design; following completion of the pre-application meeting process, the City will issue a letter of “commitment” preliminarily allocating the residential and commercial development density to each UZDP application. The allocation will become final upon approval of the UZDP application.

SUBMITTAL ITEMS	
Pre-Application Conference Application	UZDP Pre-Application Fee: \$1,220.00
<i>Please contact Planning Staff to determine necessary documents for UZDP pre-application meeting.</i>	
Applicant/Owner Information	
Applicant Name	
Address:	
Day Phone:	Email:
Engineering/Property Information	
Parcel Number (s)	Legal Description(s)
Zoning:	Site Address:
Site Description:	
Project Description:	Critical areas on or near property:
Conference Information	
Request Sammamish Plateau Water/Sewer District Representative	Yes
Proposed Application(s) i.e. Subdivision	
Number of Applicant Attendees:	

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10 hour increment.