



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
www.mybuildingpermit.com

LAND USE APPLICATION

SMC CHAPTER 21A.110

Conditional Use Permit

A Conditional Use is a Type 2 land use decision subject to the review of the Director of Community Development and granted upon compliance with conditional use permit criteria listed below. There is no public hearing.

Please provide a letter describing your proposed use, number of employees, hours of operation, number of on-site and off-site parking spaces, building area (total square feet) of floor area, impervious surface area (total square feet), number of vehicular trips to be generated by the proposal and specific written responses to the following SMC criteria, to the extent known:

1. The use is designed in a manner, which is compatible with the character and appearance of existing or proposed development in the vicinity of the subject property.
2. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties.
3. The conditional use is designed in a manner that is compatible with the physical characteristics of the subject property.
4. Requested modifications to standards are limited to those mitigating impacts in a manner equal to or greater than the standards of SMC Title 21A.
5. The conditional use is not in conflict with the health and safety of the community.
6. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.
7. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities.

Please complete the Submittal Items Table over

SUBMITTAL ITEMS

Please mark each box with an "X"

	Base Land Use Application		Critical Area Affidavit
	Pre-Application Conference Notes ¹		Critical Area Study ² (FWHCA, wetland & Stream) x 4 copies (If applicable)
	Neighborhood Meeting (Proof of completion with notes)		Geotechnical Report ^{2&5} x 4 copies (If applicable)
	Digital copy of all documents		SEPA Environmental Checklist ² x 4 copies
	Acceptance of Financial Responsibility /Affidavit of Applicant Status		Development Plan Set – 7 copies per submittal instructions & electronic PDF ⁵
	Project Description		Calculations, Lot Closures & Lot Summary x 2 copies
	Criterion Compliance Document		Technical Information Report ⁴ & ⁵ x 4 copies
	Street Variation Request (if proposed)		Traffic Impact Analysis Report, if applicable ⁶ x 4 copies
	Director's Modification Request (if proposed)		Counter Service Intake Free Type 2: \$244.00
	Traffic Concurrency Certificate		Preliminary Review Deposit: \$6,710.00
	Water & Sewer Certificates or Septic System Approval ² x 2 copies		Legal Notice Posting: \$190.40
	King County Health Department Septic Approval ² (if required)		Publication/Mailing: \$260.00
	Legal Description		Critical Areas Review: \$840.00
	ESF&R Plan Review Sheet		SEPA Determination: \$610.00
	Title Report (< 30 days old include supplemental document)		
	Mailing List, Map & Labels ³ <ul style="list-style-type: none"> • One list & map of property owners within 1,000 feet of subject property line <i>2000 feet for properties within EHNSWB overlay</i> • Four sets of mailing labels 		

¹ If you would like to schedule a pre-application meeting regarding a land use application please contact the Community Development Department.

² When applicable.

³ As identified by KC Tax Assessor records. The 1,000 foot area shall be expanded as necessary to include least 20 different property owners.

⁴ Core Requirements. No 1,2,3,8 per adopted drainage manual.

⁵ Engineering Plans & reports must have a wet stamp and signed by a professional engineer licensed in the state of Washington. Approval based on reference criteria in 21A.110

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.