



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 20.05

Pre-Application Conference Form

The purpose of a **Pre-Application Conference** is to review application requirements and to provide staff comment on a development proposal prior to submittal of a complete application. Pre-application Conferences are required prior to filing an application for some Type 1 land use decisions and all Type 2, 3, and 4 land use decisions. Please see the [Pre-Application Conference Introduction](#) document for more information.

For Type 1 decisions, a Pre-Application Conference is required when the property will have 5,000 square feet or greater of development and/or right-of-way improvements, is in a critical drainage area, has a wetland, steep slope, landslide hazard, or erosion hazard, or for single-family residences and accessory buildings directly impacting critical areas and/or their buffers, per SMC 21A.50. *Construction on existing buildings when no additional parking is required is exempt from this requirement.*

To apply for a Pre-Application Conference, please submit your request through MyBuildingPermit.com, and upload a completed version of this document in the "File Upload" section.

Applicant Information

Name:
 Phone Number: E-mail:

Property Information

Owner Name: Owner Phone Number:
 Parcel Number(s): Current Zoning:
 Site Description:

Proposed Application(s) (e.g. Subdivision, Short, SFR):
 Critical Areas on or Near Property Yes No If Yes, please describe:

Pre-Application Conference Information

Please identify the topics you would like to discuss during your Pre-Application Conference.

- Zoning: Setbacks, density, design standards, landscaping and/or parking
- Environmental: Steep slope, erosion, erosion/wetland overlays, conservation areas, aquifer recharge areas, wildlife, wetland, stream
- Transportation: Concurrency, access, improvements, variation, traffic reports
- Clear & Grade: Exceptions, restrictions
- Drainage: Drainage plans and reports
- Building Requirements: Demo
- Shoreline: Setback, OHWM, permitted uses, variances, exceptions, docks
- Water & Sewer
- EFR: Access/Fire Sprinklers
- Other: _____

Other Questions

Do you have Critical Area Reports i.e. Geotech, Arborist report/date of study? Yes No

Request Sammamish Plateau Water/Sewer District Representative Yes No

Does this property cross the King County Trail? Yes No

Applicant Attendees Potential Purchaser Engineer Architect Property Owner Realtor

Surveyor/Attorney Other (Please Specify):

Pre-Application Documents

Additional documents may be required depending on the application type. Contact the Department of Community Development with any questions. Descriptions and templates for some these documents may be found on the City of Sammamish's website.

Pre-Application Conference Form

[Feasibility Form](#)

- Form that summarizes information from the required feasibility discussion

Proposed Project Description

- Please provide a brief narrative of your project and what you would like to discuss during your Pre-Application Conference to guide the staff in their preparation for the meeting.

[Density Calculation Form](#) (if applicable)

List of Questions for Discussion at Pre-Application Conference

Proposed Site Plan – 1 copy at maximum size of 11" x 17" (if applicable). See an example [here](#).

- Must include the following elements:
 - Proposed name of project, parcel number, and area of the site (acres or square feet)
 - Location of existing public and private utilities, easements, and 100-year floodplain
 - Environmentally sensitive areas, as defined by Sammamish City Code Section 21A.50
 - Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams (if known)
 - Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements.
 - Location and dimensions of existing and proposed buildings, structures.
 - Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
 - Location of existing and proposed on-site driveways and off-street parking
 - Location of existing off-site driveways across the street.
 - Location and width of existing and proposed on-site pedestrian and bicycle facilities
 - Location and width of existing and proposed easement for access, drainage, etc.
 - Location of existing and proposed trees and other landscaping to be planted at the site.

Fees Required

The listed fees are initial deposit amounts based on hourly rate of \$122 for staff time as established by the latest Council-adopted Fee Schedule. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimated by the Community Development Department, rounded to the nearest 10-hour increment. Fees may be paid online through MyBuildingPermit.com or by check payable to City of Sammamish.

Type 1: \$122.00

- Boundary Line Adjustment, WCF, SFR Temporary Use Permits, Tenant Improvement

Type 2: \$244.00

- Short Plat, Variance, Conditional Use Permit, SEPA, Shoreline Substantial Development Permit, Reasonable Use Exception

Type 3: \$366.00

- Subdivision, Plat Alteration

Type 4: \$488.00

- Shoreline Conditional Use Permit, Shoreline Variance Permits