



Commercial Site Development Permit

The Commercial Site Development Permit is a Type 2 land use decision that establishes a comprehensive site review process subject to the review and approval of the Director of the Department of Community Development. The permit is required prior to the issuance of a building permit for all apartments, townhouses, commercial, office, and institutional projects. A Commercial Site Development Permit is separate from and does not replace other required permits such as Conditional Use Permits or Shoreline Substantial Development Permit, but may be combined and reviewed concurrently with other permits.

A Commercial Site Development Permit is required prior to the issuance of any other permit in the following cases:

- If three residential units or more will not be located on an individual parcel. This includes three individual single-family dwelling units, townhouse units, apartment units or a combination of dwelling types.
- Any new office, multifamily, commercial or office building.
- An office, multifamily, commercial, institutional expansion, tenant improvement or change of use that results in an increase in the number of dwelling units
- An increase in impervious surface which triggers a new level of surface water review
- A change in the number of ingress or egress points from the site
- Expansion in any of the following areas: building square footage, parking space requirements or peak p.m. traffic trips.
- Any office, multifamily, commercial, institutional expansion, tenant improvement or change of use that will impact sensitive areas, shoreline or buffers.
- Any office, multifamily, commercial or institutional expansion that will require drainage review in accordance with the King County Surface Water Design Manual.

The Director may approve, deny, or approve with conditions an application for a Commercial Site Development Permit. Please include a Criterion Compliance Document in your application that shows how the project will meet the following requirements:

(a) Conformity with adopted City and state rules and regulations in effect on the date the complete application was filed, including but not limited to those listed in SMC 21A.95.040.

(b) Consideration of the recommendations or comments of interested parties and those agencies or departments having pertinent expertise or jurisdiction, consistent with the requirements of Chapter 21A.95 SMC.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Total Square Feet: _____ Development Name: _____
Current Zoning: _____ Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal on a USB drive. Please label files as follows: ProjectType_DocumentType (for example: CSDP_ProjectNarrative).

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Arborist Report
- Boundary, Topographic, and Land Features Survey
- Criterion Compliance Document (see page 1)
- [Critical Area Affidavit](#)
- Critical Area Study (if applicable)
- [Eastside Fire & Rescue Review Sheet](#)
- Geotechnical Report (if applicable)
- [Historic Resources Affidavit](#)
- King County Health Department Septic Approval (if required)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
 - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- Plan Set (3 copies)
- Pre-Application Conference Notes
- Project Narrative
- Public Works Standards Deviation (if proposed)
- [SEPA Environmental Checklist](#)
- Signed Application Form
- [Stormwater Facility Information Form](#)
- Stormwater Pollution Prevention Control Plan (SWPPP)
- Technical Information Report
- Title Report (<30 days old)
- [Traffic Concurrency Certificate](#)

- Traffic Impact Analysis Report (Required for any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour; may also be required for unique projects that may not generate 10 AM or PM peak hour trips. Refer to the Public Works Standards for requirements.)
- Water & Sewer Certificates or Septic System Approval

Fees

Type 2 Land Use Application Counter Service Intake Fee	\$272
Preliminary Review Deposit	\$7,480
Legal Notice Posting	\$315
Legal Notice Publication/Mailing	\$289
Critical Areas Review (if applicable)	\$952
SEPA Determination (if applicable)	\$680

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 Department of Community Development round to the nearest 10-hour increment.

Signatures

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 Chapter 20.05 SMC.

Applicant, Representative, and/or Owner Signature:

Date:

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Date: