

UNIFIED ZONE DEVELOPMENT PLAN SAMMAMISH TOWN CENTER

ABOUT UNIFIED ZONE DEVELOPMENT PLANS

The Unified Zone Development Plan (UZDP) ensures that Town Center development, particularly in the Town Center-A zones, has coordinated infrastructure and open space, appropriate intensities of uses, and mutually compatible development.

UZDP PLANNING PRINCIPLES	
SEE SMC 21B.95.050 FOR MORE DETAILS	
Pedestrian Circulation	Vehicle Circulation
Parking and Access	Open Space
Affordable Housing	Building Scale & Compatibility
Natural Systems & Environmental Quality	Incorporation of Efficient Infrastructure Design

APPLICATION APPROVAL

A UZDP is a Type 2 decision made by the Director based on adherence to:

- The procedural/technical requirements of Title 21 of the Sammamish Municipal Code
- Adherence to the above UZDP Planning Principles
- The City's roadway standards: infrastructure plans (including the [Town Center Infrastructure Plan](#) for the TC A-1 zone), stormwater management plans, the City's parks, open space and trails plans, and other public plans and requirements
- The goals and policies of the Town Center Plan

FEES

FEES APPLICABLE TO THIS PROJECT
UZDP Preliminary Review
UZDP Engineering Review
Environmental Checklist Review
Consultant Services
Legal Review Fee
See current fee schedule

Code Reference

Town Center Development Code
Chapter 21.07 SMC

Resources

[UZDP Application Guide](#)
[Green Spine Design Manual](#)
[Green Spine User Guide](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

UNIFIED ZONE DEVELOPMENT PLAN APPLICATION



OWNER INFORMATION

Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ Email: _____

APPLICANT/REPRESENTATIVE INFORMATION

Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ Email: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Total Lot Area(s): _____ Total Lot Area(s): _____
(Square Feet) (Acres)

Do you control the property where the work is proposed (lease, easement, or fee-ownership)? Yes No

If yes, explain:

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Property Information continued on next page

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PROPERTY INFORMATION CONTINUED

Total Critical Areas _____ Total Associated Buffers _____
(Square Feet) (Square Feet)

Total Critical Areas & Buffers _____
(Square Feet)

PROJECT INFORMATION

Please provide the number of:

Existing Buildings: _____ Existing Lots: _____ Proposed Lots: _____

Total Multifamily Units Proposed: _____ Total Townhome Units Proposed: _____

Total Commercial Space Proposed: _____
(Square Feet)

TRANSFER OF DEVELOPMENT RIGHTS (TDR) INFORMATION

Is this project a TDR Receiving Site? Yes No

Number of TDRs: _____

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: 02 Project Narrative)

- 01. Signed Application Form
- 02. Project Narrative
 - Briefly describe the site and the project
- 03. Preapplication Conference Letter
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Density Calculations (Please select the TC-A, TC-B, and/or TC-C Zone Worksheets as applicable)
- 06. Historic Resources Affidavit
- 07. Water Availability Certificate
- 08. Sewer Availability Certificate
- 09. Preliminary Septic Approval (if required)
- 10. Eastside Fire & Rescue Plan Review Sheet

Submittal Checklist continued next page

UNIFIED ZONE DEVELOPMENT PLAN APPLICATION

SUBMITTAL CHECKLIST CONTINUED

- 11. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- 12. Legal Description(s)
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- 13. Mailing List, Map, and Labels
 - Include all property owners within 1,000 feet of the site
 - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in [MyBuildingPermit.com](https://mybuildingpermit.com)
 - After submittal, the City will request the Excel version of the template via email
- 14. SEPA Checklist
- 15. Critical Area Affidavit
- 16. Critical Area Study (if applicable)
- 17. Geotechnical Report
- 18. Criteria Compliance Narrative ([see example](#))
 - Detail how the application meets the criteria in [SMC 21.07.120\(E\)](#) and [SMC 21.07.120\(F\)](#)
 - Requested modifications to standards are limited to those mitigating impacts in a manner equal to or greater than the standards of [Chapter 21.07 SMC](#)
- 19. Survey – Boundary and Topographic
- 20. Traffic Concurrency Certificate
- 21. Traffic Impact Analysis Report
- 22. Storm Drainage Analysis (Technical Information Report)
- 23. Stormwater Facility Information Form
- 24. PW Standards Deviation (if proposed)
- 25. Infrastructure Plan Set
 - Must be detailed enough for the City to determine that the [UZDP Planning Principles](#) are met and that future permit applications are consistent with the approved UZDP. Please include:
 - Location, configuration, and type of streets as classified by the City’s street design standards
 - Location, configuration, and relevant performance criteria for utilities, including water, waste management, water treatment, and electrical power
 - Methods for managing stormwater in accordance with City standards & sub-basin planning

Infrastructure Plan Set continued on next page

Submittal Checklist continued next page

UNIFIED ZONE DEVELOPMENT PLAN APPLICATION



SUBMITTAL CHECKLIST CONTINUED

- 25. Infrastructure Plan Set (Continued)
 - Provision of public and private open space, including that required by [SMC 21.07.060\(A\)\(9\)](#)
 - Location and configuration of nonmotorized circulation network, including connections to adjacent properties and public rights-of-way
 - Location and configuration of parking, including structured and surface parking
 - Retention and enhancement of natural areas and extent of grading
 - The street front orientation requirements for each street as described in [SMC 21.07.060\(A\)\(3\)](#)
 - Location, size, height, and orientation of buildings and other structures
 - Proposed quantities and general location of land uses, including residential dwelling units, affordable housing units/provisions, and commercial floor areas. Additional allocation of development capacity and mechanisms for achieving additional development (e.g., affordable housing incentives, TDR credits, and additional site improvements) will be identified during the UZDP process
 - Proposed phasing plan identifying the general order of development parcels or improvements and what estimated time frames they will be developed within the life of the UZDP
 - A three-dimensional visualization of proposal for public display and websites

- 26. Other Documents: Conceptual Signage Plan (optional)

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [SMC 21.09.010](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

- 1** Create an account on [MyBuildingPermit.com](#).

- 2** Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.

- 3** Select the following:

<u>Application Type</u> Land Use	<u>Project Type</u> Any Project Type	<u>Activity Type</u> Use Approval	<u>Scope of Work</u> Unified Zone Development Plan
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- 4** Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.