

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 21.07.120 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 [Chapter 21.07 SMC](#) and the rest of the [Sammamish Development Code \(Title 21 SMC\)](#)
- The [Town Center Plan](#) including 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

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: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

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

UNIFIED ZONE DEVELOPMENT PLAN APPLICATION



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)

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. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- 10. Legal Description(s)
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor

Submittal Checklist continued next page

SUBMITTAL CHECKLIST CONTINUED

- 11. 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
- 12. SEPA Checklist
- 13. Critical Area Affidavit
- 14. Critical Area Study (if applicable)
- 15. Geotechnical Report
- 16. 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](#)
- 17. Traffic Concurrency Certificate
- 18. Storm Drainage Analysis (Technical Information Report)

Provide a report outlining the preliminary design of the storm drainage system. The TIR shall include the following sections described in Section 2.3.1.1 of the KCSWDM:

Section 1 - Project Overview

 - Adhere to outline, omit TIR worksheet, and any references to construction phase activity or final design.

Section 2 – Conditions and Requirements Summary

 - Not required unless conditions or requirements are established through prior land use action, development agreement, or other permit.

Section 3 – Offsite Analysis

 - Present findings of Tasks 1, 2, 4, and 5. A physical inspection of the study area (Task 3) may be requested if, in the opinion of staff, evidence indicates existing or potential drainage problems may exist.

Section 4 – Flow Control, Low Impact Development and Water Quality Facility Analysis and Design

 - Complete Parts A, B and C. Part D (Flow Control System) should be advanced to a level that clearly demonstrates how the preliminary stormwater facility meets the City’s flow control requirements. At a minimum, include the following:
 - Present information adequate to support the proposed facility size and configuration including design assumptions and modeling documentation.

[Storm Drainage Analysis continued on next page](#)

Submittal Checklist continued next page

SUBMITTAL CHECKLIST CONTINUED

19. Storm Drainage Analysis (Technical Information Report) **(continued)**

Section 4 (continued)

- Consistently identify design assumptions and parameters on maps/figures, narrative, and modeling documentation.
- Clearly identify what Flow Control BMPs are proposed. Include BMP infeasibility discussion as appropriate.
- Similarly, Part E (Water Quality System) should clearly demonstrate how the preliminary stormwater facility meets the City's water quality enhancement requirements. Identify the type, size, and general configuration of all proposed facilities.

Section 5 - Conveyance System Analysis and Design

- Not required except discuss the suitability of proposed TDA discharge point(s) to accommodate developed site runoff levels.

Section 6 – Special Reports and Studies

- List reports and studies; do not append to TIR

Section 7 – Other Permits

- Identify any anticipated Drainage Adjustments required for the proposed project.

Sections 8, 9 and 10

- Not Required

20. PW Standards Deviation (if proposed)

21. Infrastructure Plan Set ([SMC 21.07.120.D](#))

Cover Sheet

Provide a cover sheet with the following information

- Project Name
- Scale and North Arrow
- Section, Township, Range
- Sheet Index or Table of Contents for Plan Set
- Legal description
- Small-scale vicinity map relating the proposed development to existing streets, other developments, and significant land features within ¼ mile of the subject property.
- Name, address, phone number, and e-mail address of the owner, agent, developer, builder, surveyor, engineer(s), architect, land planner, arborist, and all other consultants involved.
- List water, sanitary sewer, power, natural gas, telephone, public school district, and fire protection services.
- Provide parcel number(s) and address(es) of the project site
- Gross developable acreage calculation table ([SMC 21.07.050.H](#))

[Infrastructure Plan Set continued on next page](#)

Submittal Checklist continued next page

SUBMITTAL CHECKLIST CONTINUED

21. Infrastructure Plan Set **(continued)**

Cover Sheet (continued)

- Quantities of proposed residential dwelling units, affordable housing units/provisions, and commercial floor areas.
- Building setbacks
- Total commercial area
- Total building floor area
- Total impervious area
- Approximate quantities of cut and fill
- Total number of required and proposed off-street parking spaces.
- Identify existing and proposed land uses.
- List subsequent permits required
- Identify the zoning in which the site is located and the zoning for surrounding properties.

Boundary and Topographic Survey

Provide a boundary and topographic survey prepared by an individual licensed as a land surveyor pursuant to Chapter 18.43 RCW.

- Vertical Requirements. The vertical datum shall be the North American Vertical Datum of 1988 (NAVD 88) and shall be tied to at least one King County survey control network benchmark. The benchmark will be shown on the plans.
- Horizontal Requirements. The horizontal component shall have the North American Datum of 1983/91 (NAD 83/91) as its coordinate base and basis for bearings. All horizontal shall be referenced to a minimum of two King County survey horizontal control monuments. The basis of bearing shall be shown on the plans.

Site Plan

Provide a conceptual site plan with the following elements.

- The dimension, square footage, and labeling of public right-of-ways, property lines, and all critical areas and buffers pursuant to [SMC 21.03.020](#).
- General location of land uses, including residential dwelling units, affordable housing units/provisions, and commercial floor areas.
- The location, size (floor area), height, and orientation of buildings and other structures.
- Location, dimensions, and purpose of existing and proposed easements.

Infrastructure Plan Set continued on next page

Submittal Checklist continued next page

SUBMITTAL CHECKLIST CONTINUED

21. Infrastructure Plan Set (**continued**)

Transportation and Circulation Plan

Provide a conceptual transportation and circulation plan. Use the same scale and base map as the conceptual site plan.

- Location, configuration, and type of streets as classified by the City's street design standards.
- The street front orientation requirements for each street as described in [SMC 21.07.060.A.3.](#)
- The location and configuration of non-motorized circulation network, including connections to adjacent properties and public rights-of-way.
- The location and configuration of parking, including structured and surface parking
- Access tracts/easements
- Transit facilities
- Street cross-sections
- Site access points

Grading and Utility Plan

Provide a conceptual grading and utility plan. Locate, configure, and provide performance criteria for the utilities listed below. Use the same scale and base map as the conceptual site plan.

- Water mains and connections
- Sewer mains and connections
- Electrical power lines and connections
- Storm conveyance system
- Stormwater flow control facilities with cross sections adequate to illustrate the configuration of the system.
- Stormwater Low Impact Development facilities
- Stormwater runoff treatment facilities
- Connections to existing water, sewer, and stormwater facilities
- Waste management
- Conceptual grading plan
- Retention and enhancement of natural areas including the extent of grading

Stormwater Compliance Plan

Provide plan(s) that clearly illustrate all on- and off-site [Target Surfaces](#) and the specific measures proposed to mitigate those surfaces (flow control facilities, water quality treatment facilities, and flow control BMPs).

[Infrastructure Plan Set continued on next page](#)

Submittal Checklist continued next page

SUBMITTAL CHECKLIST CONTINUED

21. Infrastructure Plan Set (continued)

Open Space Plan

Provide a conceptual open space plan with the following information including provisions for public and private open space as required by SMC 21.07.060.A.9. Use the same scale and base map as the conceptual site plan.

- Location, configuration, and type of open space
- Location and configuration of the Green Spine (only applicable for projects in the TC-A1 zone).
- Open space calculation table pursuant to the requirements identified in SMC 21.07.060.A.9.
- Label all open space tracts and easements as either public or private

Phasing Plan

Provide a 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.

- 22. A three-dimensional visualization of proposal for public display and websites.

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:
Application Type: Land Use
Project Type: Any Project Type
Activity Type: Use Approval
Scope of Work: Unified Zone Development Plan
4 Complete & save this form before uploading it in the 'File Upload' section along with the required submittal documents.