



## Guide to Applying for a Unified Zone Development Plan

A **Unified Zone Development Plan (UZDP)** is a Type 2 land use decision that is required for developments within [Town Center-A zones](#) (Zones A-1 through A-5) to ensure that development in the Town Center proceeds in an orderly fashion with coordinated infrastructure and open space, appropriate intensities of uses, and mutually compatible development in accordance with the adopted Sammamish Town Center Plan. The City must approve an applicant's UZDP in order for the applicant to obtain the required permits for parcel development within Town Center.

Regulations for UZDPs can be found in Chapter [21B.95](#) of the Sammamish Municipal Code (SMC).

An application for a UZDP involves the following steps:

1. Background Information
2. Project Guidance (Feasibility Requirement)
3. Pre-Application Conference
4. Traffic Concurrency
5. UZDP Application Submittal
6. Staff Review
7. Open House
8. Director Decision
9. Appeal Period
10. Continue with Building Permits and Other Plans

### 1. Background Information

Prior to consulting with staff and completing a feasibility conference, an applicant for a UZDP should understand and collect the following information about their property:

- Zoning
  - Applicants may refer to the City of Sammamish's [Town Center zoning map](#). Applicants must also be familiar with the [Town Center Development Code](#) (SMC Title 21B), which outlines allowable uses, density and design requirements, and the UZDP process.
- Density calculation
  - Applicants must clearly demonstrate how their proposal, including any bonus allotments, meets the density standards set out in Chapter [21B.25](#) SMC.
- Environmentally Sensitive Areas (reference *Chapter 21A.50* SMC for definitions and descriptions of environmentally sensitive areas)
  - Applicants may use [King County's iMap](#) to determine whether a property lies within any environmentally sensitive zones, or obtain the services of a qualified consultant to do a survey.

- Land Assessment
  - Conduct a basic land assessment of the property: is it hilly or flat? Forested or clear? This may be completed either by the applicant or a professional surveyor.

This information will help determine the current condition of the applicant’s property, direct staff in determining if the proposal is ready for a Pre-Application Conference, and will be essential in the creation of a site plan that meets the requirements defined in the SMC. Additional documentation may be required depending on the characteristics of the property. Counter staff at the Permit Center at Sammamish City Hall can assist applicants in identifying what additional documents may be required.

## 2. Project Guidance (Feasibility Requirement)

The purpose of a feasibility conference is to informally assess the applicant’s readiness for the Pre-Application Conference. Staff will review the background information about the proposal provided by the applicant during a project guidance discussion to determine whether the applicant has performed adequate research to make a Pre-Application Conference feasible. A [project guidance form](#), completed and signed by a member of the City staff, which summarizes the content of the feasibility conference, is a prerequisite for scheduling a Pre-Application Conference. If the materials presented by an applicant at the feasibility conference are deemed inadequate, they may be asked to complete additional research and return for a second conference.

## 3. Pre-Application Conference

The purpose of the UZDP pre-application conference is to allow the applicant to discuss a proposed project design in the Town Center with City, the City’s Town Center consultant team, Eastside Fire and Rescue, and Sammamish Plateau Water and Sewer District staff. This process should begin as early as possible in the design process to ensure a coordinated effort between the applicant and the relevant agencies. The UZDP process does allow the City flexibility in design and regulatory review; consequently, early communication with an applicant prior to substantive design, and then through the design process, is intended to allow for maximum design flexibility while ensuring compliance with the unified zone development principles.

To schedule a pre-application conference, complete the [application form](#) and submit it via MyBuildingPermit.com. In addition to the application form, the following documents required for a UZDP Pre-Application Conference:

- [Project Guidance Form \(Feasibility Requirement\)](#)
  - Form that summarizes information from the required project guidance 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. This narrative should specifically state how the proposal meets the development code for Town Center.
- [Density Calculation Form](#)
- **List of Questions for Discussion at Pre-Application Conference**
- **Conceptual Site Layout Plan**

- Must general identify the following, to the extent possible:
  - 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. The director may require that the applicant explore alternate infrastructure options;
  - Methods for managing stormwater in accordance with the most current King County Stormwater Design Manual (KCSWDM), City's standards and sub-basin planning;
  - Location of public and private open space;
  - Location and configuration of non-motorized 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 21B.30.030; and
  - Location, size, height and orientation of buildings and other structures.
- **Applicable Background Information (such as discussed above)**

The fee for a UZDP Pre-Application Conference is \$1,240, which will be invoiced upon receipt of application materials. An additional deposit may be required if the project takes additional time to review. Please note that a Pre-Application Conference will not be scheduled until payment is received.

#### 4. Traffic Concurrency

Following the Pre-Application Conference, applicants for a UZDP must apply for and receive a [Traffic Concurrency Certificate](#) via MyBuildingPermit.com. The Concurrency Review will help to determine the cost of the applicant's Traffic Impact Fee. The Concurrency Review will take approximately one month to complete, and is valid for 180 days after issuance of the Certificate of Concurrency.

#### 5. UZDP Application Submittal

Applicants may submit their UZDP applications through [MyBuildingPermit.com](#) or in-person at the Permit Center. Please refer to the UZDP [application form](#) available on the City of Sammamish's website.

Applicants submitting in-person at the Permit Center must [schedule an intake appointment](#). A PDF version of all documents is required at time of submittal, either on a USB drive or CD. File names must contain the document type as listed on this form, the name of the applicant, and the submittal date. For example: **Project\_Narrative\_Smith\_01-18-2017**. Please note that applicants submitting online are not required to submit paper copies.

The following documents are required as part of a UZDP application.

| Document   | Description   |
|--|---|
| <a href="#"><u>Acceptance of Financial Responsibility /Affidavit of Applicant Status</u></a>                                       |   |
| <b>Criterion Compliance Document</b>   | <p>The applicant shall provide a narrative of how the proposal meets the criteria for approval described above, citing specific sections of the SMC.</p> <p>Staff will use this description to determine whether the UZDP meets the requirements outlined in the SMC. The clearer and more comprehensive this narrative is, the more expeditious the review of the application will be.</p>   |
| <b>Critical Areas Affidavit</b>  |   |
| <b>Critical Areas Study (if applicable; FWHCA, wetland, stream)</b>  | 3 copies are required.  |
| <a href="#"><u>Eastside Fire &amp; Rescue Review Sheet</u></a>   |   |
| <b>Geotechnical Report (if applicable)</b>   | 3 copies are required.  |
| <b>Legal Description</b>   |   |
| <b>Mailing List, Map, Labels</b>   | Applicant must submit three sets of mailing labels on the Avery 5160 template and one list of property owners within 1,000 feet of the applicant's property line (or to owners of record of property within a 2,000-foot-wide column centered at the site and extending directionally with the natural drainage of the basin to the perimeter of the overlay or to the Lake Sammamish shoreline, as determined by the director, if the property is within an erosion hazards near sensitive water bodies overlay area). |
| <b>Plan Set</b>  | 3 copies per submittal are required. For a preliminary short plat, this can be a preliminary design that shows how the project will reasonably meet the requirements of the SMC. Engineering plans and reports must be wet stamped and signed by a Professional engineer licensed in the state of Washington.   |
| <b>Preliminary Technical Information Report<br/>(As of 2017, the City will be using the King County Storm Water Design Manual)</b> | Engineering plans and reports must be wet stamped and signed by a Professional engineer licensed in the state of Washington. A Technical Information Report (TIR) is a comprehensive supplemental report required per SMC Title 13. It contains all technical information and analysis necessary to develop the site improvement plan including drainage design, offsite drainage review, flow control and water quality, erosion control, and geotechnical information. 4 copies are required.                         |

| Document  | Description   |
|---|---|
| <p align="center"><b>Project Narrative</b></p>                                    | <p>The project narrative shall describe the proposed UZDP, the geographic setting of the property, and include all relevant information to the application. This document should include a description of the applicant’s proposed stormwater management plan.</p> <p>If the project narrative is determined to be inadequate, the application will not be accepted.</p>  |
| <p align="center"><b>Public Works Standards Deviation (if proposed)</b></p>       | <p>Variation from the engineering standards contained in the Public Works Standards is a mechanism to allow the City to grant an adjustment in the application of the standards where there are unique circumstances relating to the proposal. The request must be based upon sound engineering judgement, and demonstrate that requirements for safety, environmental considerations, function, appearance, and maintainability are fully met and is in the best interest of the public.</p>   |
| <p align="center"><a href="#"><u>SEPA Checklist</u></a> (if applicable)</p>       | <p>Whether an applicant must provide a SEPA Checklist will be determined in the Pre-Application Conference. 4 copies are required if applicable.</p>  |
| <p align="center"><a href="#"><u>Stormwater Facility Information Form</u></a></p> | <p>Required to be submitted for each stormwater facility (if any) proposed for the short plat. This form facilitates assigning facility numbers and future inspections by city staff when required.</p>   |
| <p align="center"><b>Stormwater Pollution Prevention Plan</b></p>                 | <p>3 copies are required. A SWPPP is required under a Construction Stormwater General Permit when construction activity will result in the disturbance of one or more acres, as well as the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale, if the larger common plan will ultimately disturb one acre or more. It is a tool to limit the discharge of pollutants to surface waters under the authority of the Federal Water Pollution Control Act (U.S.C.S. 1251) and limits the discharge of pollutants to surface and ground water under the authority of Chapter 90.48 RCW.</p> |
| <p align="center"><b>Title Report</b></p>   | <p>Title report must be less than 30 days old.</p>  |
| <p align="center"><b>Traffic Concurrency Certificate</b></p>                      | <p>The Department of Public Works conducts a concurrency test to determine whether the proposed project will impact roadway level of service (LOS) to below the adopted LOS standards. This is based on approved PM peak hour project traffic trip generation as described in Chapter 14.15 SMC. See item 4 for more information.</p>   |

| Document  | Description  |
|---|--|
| <b>Traffic Impact Analysis Report (if applicable)</b>           | Any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour is required to submit a Traffic Impact Analysis (TIA). A TIA 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 TIA requirements. 4 copies are required if applicable. |
| <b>Water &amp; Sewer Certificates or Septic System Approval</b> | 2 copies are required. This will be issued by the City following the successful completion of the pre-application process. If using septic, King County Health Department preliminary septic approval is required at the time of submittal.  |

Fees for UZDP applications include the following:

| Application Item                | Amount   | Application Item                   | Amount |
|---------------------------------|----------|------------------------------------|--------|
| UZDP Counter Service Intake Fee | \$1,240  | Legal Notice Publication/Mailing   | \$295  |
| Preliminary Review Deposit      | \$10,240 | SEPA Determination (if applicable) | \$640  |
| Legal Notice Posting            | \$551    | Critical Areas Review              | \$868  |
|                                 |          | Fire Review                        | \$192  |

Applicants must include the following information within their materials at final submittal:

- Infrastructure Plans (see Conceptual Site Layout Plan requirements above)
- 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 mechanism for achieving additional development (e.g.: affordable housing incentives, TDR credits, and additional site improvements) will be identified during the UZDP process
- A proposed phasing plan identifying the general order of development parcels or improvements but not necessarily specific dates or time frame
- A three dimensional visualization of proposal for public information suitable for public display and web sites
- Other conditions and proposal description as requested by the director

## Review Criteria

The City will use the following principles and criteria, fully described in SMC 21B.95.050 and briefly summarized here, in the review of a UZDP application:

### **A. Pedestrian Circulation**

- Town Center mixed-use nodes should incorporate a network of pedestrian and bicycle connections that should conform to the adopted Town Center Infrastructure Plan (for the TC-A-1 zone) and the intent of the Town Center Open Space Strategy. The network should feature pedestrian amenities and landscaping and must conform to Americans with Disabilities Act (ADA) standards and should incorporate crime prevention through environmental design (CPTED) guidelines.

### **B. Vehicle Circulation**

- Town Center mixed-use nodes should feature a network of vehicle access roads and drives that conforms to the intent of the Town Center Transportation section and the Conceptual Sammamish Town Center Street Layout. The applicant must demonstrate how the vehicular access network can potentially connect to adjacent areas in the Town Center. The network should provide more than one route in or out of a site within the mixed-use node, and include street trees, landscaping and streetscape elements. Primary circulation routes for through traffic should be routed around high pedestrian areas and not impact central open spaces. The use of innovative street and access configurations is encouraged.

### **C. Parking and Access**

- Proposal must fulfill the parking standards established in [Chapter 21B.40 SMC](#). The proposal should locate parking at the periphery of mixed-use nodes, and exploit joint-use parking opportunities whenever possible.

### **D. Open Space**

- Town Center Zones A-1, A-2, and A-3 should have at least one central open space that acts as a public gathering space and that also includes a significant landscaping element. Requirements for specific zones are established in [SMC 21.B.95.050\(4\)](#).

### **E. Natural Systems and Environmental Quality**

- Mixed-use node UZDPs should incorporate and implement stormwater management recommendations from sub-basin plans, and should incorporate natural areas such as wetlands, stream corridors, wildlife corridors and stands of mature trees as amenities. Applicants should indicate how low impact development techniques are incorporated into the UZDP.

### **F. Building Scale and Compatibility**

- Building location, orientation, scale and massing should be configured to minimize impacts to surrounding residential areas and public facilities. Mixed-use node UZDPs should include some building organization or unifying design concept to unify the node and provide a distinctive development character.

### **G. Affordable Housing**

- Applicants should show how their proposal is consistent with the affordable housing requirements established in [Chapter 21B.75 SMC](#).

### **H. Incorporation of Efficient Infrastructure Systems**

- Applicant should show how the proposal incorporates, where it can be demonstrated to be effective, innovative infrastructure systems such as water capture and re-use, solid waste management systems, waste water treatment.

## 6. Notice of Application and Open House

Once the application is determined to be complete, a notice of application will be posted at the project site as a notice board and sent by first class mail to owners of record of property in an area within 1,000 feet of the site, or to owners of record of property within a 2,000-foot-wide column centered at the site and extending directionally with the natural drainage of the basin to the perimeter of the overlay or to the Lake Sammamish shoreline, as determined by the director, if the site lies within an erosion hazards near sensitive water bodies overlay area. The City is responsible for publishing the notice in a newspaper of record within 14 days of the department's determination of completeness. A notice of application also triggers a 21-day period for the public to submit comments on the proposal.

Pursuant to [SMC 20.05.037](#), following application submittal and prior to approval of the unified zone development plan, the applicant and City shall conduct an open house. Notice of the open house shall be provided at least 14 days prior to the open house, and shall include the date, time, and location of the meeting and shall be mailed to all persons who would be entitled to receive notice of decision pursuant to SMC 20.05.090. The purpose of this open house is to provide an additional opportunity for the community to review and provide comments on the proposed unified zone development plan.

## 7. Staff Review

Following submittal of the application, City staff will provide a review and recommendation based on the following criteria:

- The applicable procedural and technical requirements of this title and SMC Title [21A](#);
- Adherence to unified zone development planning principles, SMC [21B.95.050](#);
- The City's
  - Town Center Roadway standards (see [Res. 2010-431](#) and [Res. 2013-559](#))
  - Infrastructure plans (including the adopted [Town Center Infrastructure Plan](#) for the TC-A-1 zone)
  - 2016 [King County Surface Water Design Manual](#) with the City of Sammamish's Addendum
  - City's [Parks, Open Space and Trails Plan](#)
  - Other public plans and requirements
- The goals and policies of the Town Center Plan ([Ord. 02010-293 § 1 \(Att. A\)](#))

## 8. Director Decision

The Director of the Department of Community Development will render a decision based on the criteria listed under "Staff Review." The approved UZDP will result in an agreement between the applicant and the City describing the terms under which permits will be reviewed. Development permit applications will also be reviewed for conformance to other provisions of the SMC.



Subsequent development permit applications will be approved based on the determination that the application is in compliance with the applicable UZDP.

#### **9. Notice of Decision and Appeal Period**

The City will issue a Notice of Decision, following which a 21-day appeal period begins. Appeals are heard by the Hearing Examiner within 45 days of filing.

#### **10. Continue with Building Permits and Other Plans**

Once a UZDP has been issued, an applicant may proceed with applications for development permits on the site. The Director of Community Development must determine that subsequent development permits are in compliance with the approved UZDP for approval.

*The information provided here is for guidance only, and does not constitute an exhaustive list of every possible step an applicant may need to complete.*