

# SITE DEVELOPMENT PERMIT APPLICATION

## ABOUT SITE DEVELOPMENT PERMITS

Site development permits are primarily used for subdivisions and short subdivisions as well as non-residential projects.

## FEES

### SHORT PLAT

FEES APPLICABLE TO THIS PROJECT
Clear & Grade Permit Review – 100,001 or more cubic yd.
Planning Hourly Rate for Addl. Reviews
Inspections - Short Subdivision (due at issuance)
15% Technology Fee

### SUBDIVISION

FEES APPLICABLE TO THIS PROJECT
Clear & Grade Permit Review – 100,001 or more cubic yd.
Planning Hourly Rate for Addl. Reviews
Inspections - Subdivision (due at issuance)
15% Technology Fee

### ALL OTHER PROJECTS

FEES APPLICABLE TO THIS PROJECT
Clear & Grade Permit Review – 100,001 or more cubic yd.
Planning Hourly Rate for Addl. Reviews
All Others Inspections (due at issuance)
15% Technology Fee

[See current fee schedule](#)

### Code Reference

Clearing & Grading  
SMC 21.03.070

### Questions?

Visit the Permit Center  
Application Fee Estimator

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# SITE DEVELOPMENT PERMIT APPLICATION

## OWNER INFORMATION

Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## OWNER'S AUTHORIZED AGENT/CONTACT

Agent 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](http://www.MyBuildingPermit.com).*

## ENGINEER/SURVEYOR

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## CERTIFIED EROSION AND SEDIMENT CONTROL LEAD (CESCL)

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

CESCL ID #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## PROPERTY & PROJECT INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

**Property & Project Information continued on next page**

# SITE DEVELOPMENT PERMIT APPLICATION



## PROPERTY & PROJECT INFORMATION CONTINUED

Name of Plat: \_\_\_\_\_ Land-Use # Assigned: \_\_\_\_\_  
(if applicable) (if applicable)

Associated preliminary & project guidances: \_\_\_\_\_  
(if applicable)

Cost Estimate for Project: \_\_\_\_\_

Scope of Work:

## 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. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 03. Bond Quantity Worksheet (Landscaping)
- 04. Historic Resources Affidavit
- 05. Water Availability Certificate
- 06. Sewer Availability Certificate
- 07. Preliminary Septic Approval (if applicable)
- 08. Eastside Fire & Rescue Plan Review Sheet
- 09. Legal Description
- 10. SEPA Checklist (if applicable)
- 11. Critical Area Affidavit
- 12. Geotechnical Report (if applicable)
- 13. Arborist Report
  - Report must document how the landscape and tree protection and TESC fully comply with all applicable tree protection and tree retention requirements.
- 14. Wetland Report (Wetland/Stream Report, if applicable)
- 15. Floodplain Assessment (if applicable)

**Submittal Checklist continued next page**

# SITE DEVELOPMENT PERMIT APPLICATION



## SUBMITTAL CHECKLIST CONTINUED

- 16. Draft Low Impact Development (LID) Facility Information Form (if applicable)
- 17. Storm Drainage Analysis (Technical Information Report)
- 18. Storm Water Pollution Prevention Plan (SWPPP)
- 19. Approved PW Standards Deviation (if applicable)
- 20. Approved PW Drainage Adjustment (if applicable)
- 21. Plan Set
  - Please refer to Site Development Plan Set Requirements

## 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 [Title 16 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).
- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Clearing & Grading	Any Project Type	Plat Infrastructure	Site Development
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.