

PUBLIC AGENCY AND UTILITY EXCEPTION

ABOUT PUBLIC AGENCY AND UTILITY EXCEPTION

A public agency and utility exception is required when the requirements of Sammamish Municipal Code [SMC 21.03.020.F.1](#) would prohibit an activity or a development proposal by a public agency or utility.

The public agency or utility shall apply to the department and shall make available to the department other related project documents such as permit applications to other agencies, special studies and SEPA documents.

APPLICATION REVIEW PROCESS

This Type 2 land use decision is subject to the review and approval of the Director of Community Development and is granted upon compliance with the criteria outlined in [SMC 21.03.020.F.1.b](#) The decision of the Director of Community Development is appealable to the Hearing Examiner.

The department shall process exceptions, provide public notice, provide opportunities for the public to request a public hearing, and provide an appeal process consistent with the provisions of [SMC 21.09.010](#).

FEES

| FEES APPLICABLE TO THIS PROJECT |
|------------------------------------------|
| Public Agency and Utility Exception |
| Legal Notice and Publication |
| Technology Surcharge Fee 15% |
| See current fee schedule |

Code Reference

Public Agency and Utility Exceptions
[SMC 21.03.020.F.1](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

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

PUBLIC AGENCY AND UTILITY EXCEPTION

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): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

| Type | Total Area <small>(Square Feet)</small> | Type | Total Area <small>(Square Feet)</small> |
|-----------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------|--------------------------------------------|
| <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 | _____ |

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

Property Information continued on next page

PUBLIC AGENCY AND UTILITY EXCEPTION

PROPERTY INFORMATION CONTINUED

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

- Yes No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

- Yes No

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. Project Guidance Notes
- 04. Preapplication Conference Letter
- 05. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 06. Historic Resources Affidavit
- 07. Mailing List, Map, and Labels
 - Include all property owners within 500 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
- 08. SEPA Checklist
- 09. Critical Area Affidavit
- 10. Critical Area Study (if applicable)
- 11. Plan Set
- 12. Criterion Compliance Document that includes specific written descriptions of how the activity meets the following SMC criteria:
 - There is no other reasonable alternative to the activity or proposed development with less impact on the critical area; and
 - The activity or development proposal is designed to avoid, minimize, and mitigate the impact on environmentally critical areas consistent with the avoidance and mitigation sequencing requirements in this chapter; and
 - If applicable, the proposed development or activity is of a linear nature and is on an existing corridor or connects to public lands, trails, utility corridors, rights-of-way or other public infrastructure, or is required for functional reasons such as gravity flow.

PUBLIC AGENCY AND UTILITY EXCEPTION



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> | <u>Project Type</u> | <u>Activity Type</u> | <u>Scope of Work</u> |
|-------------------------|---------------------|----------------------|-------------------------------------|
| Land Use | Any Project Type | Use Approval | Public Agency and Utility Exception |
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.