

COMMERCIAL SITE DEVELOPMENT PERMIT APPLICATION

ABOUT COMMERCIAL SITE DEVELOPMENT PERMITS

A Commercial Site Development Permit is required prior to the issuance of a building permit for all apartments, townhouses, commercial, office, and institutional projects.

A Commercial Site Development Permit is separate from and does not replace other required permits such as Conditional Use Permits or a Shoreline Substantial Development Permit but may be combined and reviewed concurrently with other permits.

APPLICATION REVIEW PROCESS

A Commercial Site Development Permit is a Type 2 decision made by the Director.

FEES

FEES APPLICABLE TO THIS PROJECT
Commercial Site Development Planning Review
Environmental Checklist Review (if applicable)
Commercial Site Development Engineering Review
15% Technology Fee
See current fee schedule

Code Reference

Commercial Site Development Permits
[SDC 21.09.050](#)

Resources

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

Questions?

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

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

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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 (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	_____

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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. Historic Resources Affidavit
- 06. Water Availability Certificate
- 07. Sewer Availability Certificate
- 08. Preliminary Septic Approval (if required)
- 09. Eastside Fire & Rescue Plan Review Sheet
- 10. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- 11. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- 12. Mailing List, Map, and Labels
 - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
 - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
 - After submittal, the City will request the Excel version of the template via email
- 13. SEPA Checklist
- 14. Critical Area Affidavit
- 15. Critical Area Study (if applicable)
- 16. Geotechnical Report (if applicable)
- 17. Arborist Report

Submittal Checklist continued on next page

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SUBMITTAL CHECKLIST CONTINUED

- 18. Criteria Compliance Narrative (if required)
Detail how the application meets the following requirements:
 - Conformity with adopted City and state rules and regulations in effect on the date the complete application was filed, including but not limited to those listed in [SMC 21.09.050\(D\)](#)
 - Consideration of the recommendations or comments of interested parties and agencies or departments having pertinent expertise or jurisdiction, consistent with [SMC 21.09.050](#)
- 19. Survey – Boundary and Topographic
- 20. Phasing Plan and Time Schedule (required for sites intended to be developed in phases or if all building permit applications will not be submitted within three years)
- 21. Traffic Concurrency Certificate
- 22. Traffic Impact Analysis Report
 - For proposals generating 10 or more new vehicle trips during AM or PM peak hour
 - May also be required for projects not generating 10 AM or PM peak hour vehicle trips (see the [Public Works Standards](#) for requirements)
- 23. Storm Drainage Analysis (Technical Information Report)
- 24. Stormwater Facility Information Form
- 25. Storm Water Pollution Prevention Plan (SWPPP)
- 26. PW Standards Deviation (if proposed)
- 27. Plan Set

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: _____

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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	Nonresidential	New Development Activity	Site Development Permit

- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.