

TRAFFIC CONCURRENCY REVIEW APPLICATION

ABOUT THE TRAFFIC CONCURRENCY REVIEW

[Sammamish Municipal Code 21.08.020](#) requires each applicant for a permit that generates additional vehicular trips to apply for a Certificate of Concurrency.

The City shall perform a concurrency test for proposed development prior to the issuance of a Certificate of Concurrency.

A concurrency test is the determination of a proposed development’s impact on transportation facilities in conformance to the City’s adopted level of service standards per [SMC 21.08.020\(E\)](#).

CONCURRENCY TEST EXPIRATION (SMC 21.08.020)

- A Concurrency Certificate shall expire, and a new concurrency test application is required unless the Development Permit for which the concurrency is reserved is applied for within **180** calendar days of issuance of the Certificate of Concurrency.
- A Concurrency Certificate shall be valid for the Development Permit application period and subsequently for the same period of time as the Development Permit for which it was issued expires.
- A Certificate of Concurrency is valid only for the uses and intensities authorized for the Development Permit with which it is issued.
- A Certificate of Concurrency is valid only for the Development Permit with which it is issued, and for subsequent Development Permits for the same parcel, as long as the Applicant obtains the subsequent Development Permit prior to the expiration of the earlier Development Permit.
- A Certificate of Concurrency runs with the land and cannot be transferred to a different parcel.

FEES

FEES APPLICABLE TO THIS PROJECT
Concurrency Test Administrative Fee
Concurrency Test/Exemption Fee
Processing Fee for Concurrency Test/Exemption
15% Technology Fee
See current fee schedule

Code Reference

Concurrency
[SMC 21.08.020](#)

Questions?

[Submit Project Guidance](#)

[Visit the Permit Center](#)

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

TRAFFIC CONCURRENCY REVIEW APPLICATION

APPLICANT INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROPERTY OWNER INFORMATION (If different from applicant information above)

Name: _____ Owner Name: _____
(if different)

Address: _____

Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Non-residential developments must submit a site plan showing road access points

Property Address: _____ Development Name: _____

Parcel Number(s): _____ Phone Number: _____

PROJECT INFORMATION

Project Description:
(please be specific)

Preapplication No: _____ Preapplication Meeting Date: _____

Please note that the Traffic Concurrency Review application must be submitted and testing fees must be paid within six months of the Preapplication Meeting date.

TRAFFIC CONCURRENCY REVIEW APPLICATION

DEVELOPMENT PERMIT TYPE TO BE APPLIED FOR

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *02 Site Plan – Multi-Family*)

Single Family

Required submittal documents:

01. Traffic Concurrency Review Application

Project Information

Multi-Family

Required submittal documents:

01. Traffic Concurrency Review Application
02. Site Plan
03. Traffic Trip Generation Memo

Project Information

Development Name: _____

Existing Single-Family Units: _____ Proposed **Total** Multi-Family Units: _____

Located in Town Center? Yes No

Permit Type:

Short Subdivision

Required submittal documents:

01. Traffic Concurrency Review Application
02. Site Plan

Project Information

Development Name: _____

Existing Single-Family Units: _____ Proposed **Total** Single-Family Units: _____

Located in Town Center? Yes No

Development Permit Type Checklist continued on next page

TRAFFIC CONCURRENCY REVIEW APPLICATION

DEVELOPMENT PERMIT TYPE TO BE APPLIED FOR (CONTINUED)

Subdivision

Required submittal documents:

- 01. Traffic Concurrency Review Application
- 02. Site Plan
- 03. Traffic Trip Generation Memo

Project Information

Development Name: _____

Existing Single-Family Units: _____ Proposed **Total** Single-Family Units: _____

Located in Town Center? Yes No

Commercial

Required submittal documents:

- 01. Traffic Concurrency Review Application
- 02. Site Plan
- 03. Traffic Trip Generation Memo

Project Information

Development Name: _____

Existing Single-Family Units: _____ Located in Town Center? Yes No

Current or Prior Type of Use: _____

Proposed Type of Use: _____
(Be Specific)

Permit Type: _____

Tenant Improvement

Required submittal documents:

- 01. Traffic Concurrency Review Application
- 02. Site Plan
- 03. Traffic Trip Generation Memo

Tenant Improvement continued on next page

Development Permit Type Checklist continued on next page

TRAFFIC CONCURRENCY REVIEW APPLICATION

DEVELOPMENT PERMIT TYPE TO BE APPLIED FOR (CONTINUED)

Tenant Improvement (continued)

Project Information

Development Name: _____

Located in Town Center? Yes No

Current or Prior Type of Use: _____

Proposed Type of Use: _____
(Be Specific)

ADU (Accessory Dwelling Unit)

Required submittal documents:

01. Traffic Concurrency Review Application

Project Information

Permit Type: _____

CERTIFICATIONS & SIGNATURES

I have read the above information regarding expiration deadlines and appeal process. I further understand that issuance of a concurrency certificate is not a guarantee that the City will issue a development permit or building permit. I acknowledge that willful misrepresentation of information will terminate this application.

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

I, the property owner, authorize my agent/applicant to receive all original correspondence. I understand I will receive a copy of all correspondence sent to my agent.

Property Owner Initial: _____ Date: _____

TRAFFIC CONCURRENCY REVIEW APPLICATION

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