



APPLICATION FOR CONCURRENCY RESERVATION CERTIFICATE

Project Number:	Date of Application:
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DEVELOPER INFORMATION

Name:	Phone:
Mailing Address:	City, State Zip:
Email Address:	

APPLICANT INFORMATION (If different from above)

Name:	Phone:
Mailing Address:	City, State Zip:
Email Address:	

PROPERTY INFORMATION (Attach Exhibit showing map of property)

Development Name:	Tax Account Number:
Legal Description:	
Acreage:	Existing Use of Property:

PROJECT INFORMATION (Attach Proposed Site Design information, if applicable)

Type of Development:			
<input type="checkbox"/> Single Family	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Mixed-Use	
<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____	
Proposed Use by Land Use Category:			
Square Feet:		Number of Units:	
Phasing Information by Proposed Uses, if applicable:			



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CONCURRENCY EXPIRATION (EMC 18.05)

- A Concurrency Reservation Certificate shall be valid for the underlying permit or development agreement application period and subsequently for the same period of time as the underlying permit for which it was issued expires.
- A Concurrency Reservation Certificate is valid only for the uses and intensities authorized for the underlying permit for which it was issued.
- A Concurrency Reservation Certificate is valid only for the underlying permit with which it was issued, and for subsequent permits for the same parcel or business, as long as the applicant obtains the subsequent permit prior to the expiration of the earlier permit.
- A Concurrency Reservation Certificate runs with the land and cannot be transferred to a different parcel.

I, the property owner, have read the above information regarding expiration deadlines. I further understand that issuance of a concurrency reservation certificate is not a guarantee that the City will issue a land use or building permit or business license.

Signature

Date

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

Initial

SUBMITTAL REQUIREMENTS

SITE PLAN (Attach to Application)

Approximate layout of structures type, number of dwelling units type, gross square footage of non-residential building areas, and existing and proposed access points.

TRIP GENERATION SUMMARY (Attach to Application)

Trip generation shall be based on the current edition of Trip Generation, Institute of Transportation Engineers (ITE) and the ITE Trip Generation Handbook, unless otherwise approved by the City. Assumptions and methodology for internal, link-diverted or pass-by trips must be provided, if applicable.

Total Number of Net New
PM Peak Hour Trips:

Total Amount Due:

FEE SCHEDULE:

\$2,500.00 per application- This fee includes up to 25 net new PM peak hour trips.

\$75.00 per additional trip.

* Up to a maximum of \$7,500.

NEXT STEPS: Once a Concurrency Reservation Certificate has been issued, a traffic study, or Traffic Impact Analysis (TIA), may be needed to review site access and circulation design and to determine impacts and mitigation for State Environmental Policy Act (SEPA) determination. Traffic studies may also be needed to support independent fee calculations under the Transportation Impact Fee ordinance. The TIA must be prepared by a licensed professional engineer who has knowledge and experience in transportation engineering and planning.