



## PUD PRELIMINARY AND FINAL

Online application required. Submit online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

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This intake checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

**Applicant:** Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

Development Services permit application requirements per BMC 11.06.002, 12.30.050 and 12.30.080

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

General Requirements per BMC 11.06.002 (one copy of each item required):

| Applicant  | Staff                    |
|--|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form.....   | <input type="checkbox"/> |
| L <input type="checkbox"/> Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.   | <input type="checkbox"/> |
| <input type="checkbox"/> Development Review Billing Form (form D) .....  | <input type="checkbox"/> |
| <input type="checkbox"/> Application fee (due at submittal): see Land Use and Planning Fees form C .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> Evidence of adequate water and sewer availability as required by RCW 19.27.097 (Water and Sewer Certificate of Availability). If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. <b>You must receive your certificate prior to submitting this application, please allow 2 weeks for this review.</b> If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and sewer availability and provide this with your application. - <b>4 copies</b> | <input type="checkbox"/> |
| L <input type="checkbox"/> Information on the capacity of existing storm water conveyance and control facilities and a downstream storm water study, which analyzes capacity of existing storm water conveyance and control facilities. - <b>3 copies</b>  | <input type="checkbox"/> |
| L <input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by BMC Chapter 11.06.  | <input type="checkbox"/> |
| L <input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. NOTE: If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application.   | <input type="checkbox"/> |

**Application requirements per 12.30.050, Preliminary PUDs (7 copies of each item required):**

These application requirements are in addition to the minimum application requirements as set forth in BMC 11.06.002.

- | Applicant |   | Staff                    |
|-----------|---|--------------------------|
| L         | <input type="checkbox"/> A map of the subject property and surrounding area determined by the Community Development and Public Works director to be relevant for comprehensive planning, environmental assessment or zoning review purposes, which map shall depict comprehensive plan designations, zoning classifications and existing land uses, including streets;  | <input type="checkbox"/> |
| L         | <input type="checkbox"/> A proposed site plan for the subject property depicting the following:   | <input type="checkbox"/> |
|           | <input type="checkbox"/> • Topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent;   | <input type="checkbox"/> |
|           | <input type="checkbox"/> • Individual trees over eight inches in trunk diameter measured four feet above the base of the trunk in areas to be developed or otherwise disturbed;   | <input type="checkbox"/> |
|           | <input type="checkbox"/> • Designated placement, location, and principal dimensions of lots, buildings, streets, parking areas, recreation areas and other open space, landscaping areas and utilities;   | <input type="checkbox"/> |
| L         | <input type="checkbox"/> If the developer owns or otherwise controls property adjacent to the proposed development, a conceptual plan for such property demonstrating that it can be developed in a compatible manner with the proposed development;  | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Drawing and/or text showing scale, bulk and architectural character of proposed structures .....   | <input type="checkbox"/> |
| L         | <input type="checkbox"/> For single-family PUDs, a conceptual drawing depicting the number and location of lots which would be allowed if no regulations were modified;   | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Special features including but not limited to critical areas and sites or structures of historic significance .....  | <input type="checkbox"/> |
| L         | <input type="checkbox"/> A text describing conditions or features which cannot be adequately displayed on maps or drawings.....   | <input type="checkbox"/> |
| L         | <input type="checkbox"/> A narrative stating how the proposed development complies with the goals and policies of the <u>Imagine Bothell...</u> Comprehensive Plan, including level of service standards and guidelines, and with the development regulations contained in this and other titles;   | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Draft conditions, covenants and restrictions and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities.  | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Other information may be required by the Community Development and Public Works Director, or by any other section of the Bothell Municipal Code including BMC 12.56.140, Open Space - Plans Required, governing development in the North Creek Valley special district.  | <input type="checkbox"/> |
| L         | <input type="checkbox"/> The applicant may submit to the Community Development and Public Works Director proposed development standards, which, if approved by the city council, shall become a part of the preliminary plan in lieu of the requirement of BMC 12.30.050(A)(2) for specifying placement, location and principal dimensions of buildings, streets, and parking areas. This alternative process is intended to accommodate the need for flexibility in large-scale non-single-family developments, while insuring that sufficient information as to the nature of the development is available upon which to base a decision concerning the preliminary development plan. Proposed development standards shall specifically set forth parameters for location, dimensions and design of buildings, streets and parking areas. | <input type="checkbox"/> |

**Other Preliminary PUD Submittal Requirements (7 copies of each item required):**

- | Applicant |  | Staff                    |
|-----------|--|--------------------------|
| L         | <input type="checkbox"/> Vicinity map.....   | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Tree retention and landscaping plan consistent with BMC 12.18.....                | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Transportation Impact analysis per BMC 17.04010 (2 copies only: file, traf) ..... | <input type="checkbox"/> |
| L         | <input type="checkbox"/> Notes and determinations from the pre-application conference .....                | <input type="checkbox"/> |

**Note:** The applicant is responsible for all notification (posting, mailing and other methods) as required by Title 11, Administration of Development Regulations. Applications found to contain material errors shall not be deemed complete until such material errors are corrected. The Community Development and Public Works Director may waive specific submittal requirements determined to be unnecessary for review of the application.

**Application requirements per 12.30.080, Final PUDs (7 copies of each item required):**

These application requirements are in addition to the minimum application requirements as set forth in BMC 11.06.002.

Within 12 months following the approval of the preliminary PUD, the applicant shall file with the Community Development Director a final PUD conforming to the approved preliminary PUD. In the case of a PUD, which includes a subdivision, the final PUD shall be submitted within five years of receiving preliminary approval.

**All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.**

The information required for the final PUD shall include the following:

- | Applicant   | Staff                    |
|---|--------------------------|
| L <input type="checkbox"/> A survey of the property, showing for all areas to be developed or disturbed existing features, including topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent, buildings, structures, trees over eight inches in trunk diameter measured four feet above the base of the trunk, streets, utility easements, rights-of-way, and existing land uses; | <input type="checkbox"/> |
| L <input type="checkbox"/> Elevation and perspective drawings of project structures and improvements .....  | <input type="checkbox"/> |
| L <input type="checkbox"/> Proposed final conditions, covenants and restrictions (CC&Rs) and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities, which CC&Rs and other documents shall be recorded upon final PUD approval;  | <input type="checkbox"/> |
| L <input type="checkbox"/> Proposed final agreements which may have been required as conditions of preliminary PUD approval .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A development schedule, if development may extend over more than a two-year period .....   | <input type="checkbox"/> |

**The following plans and diagrams:**

- |   |                          |
|---|--------------------------|
| L <input type="checkbox"/> An off-street parking plan .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A circulation diagram indicating the proposed movement of vehicles and pedestrians within the planned unit development, and to and from existing and programmed thoroughfares; any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern must be shown;  | <input type="checkbox"/> |
| L <input type="checkbox"/> Landscaping and tree planting plan, including site grading .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A topographic map or model of the site and surrounding vicinity .....  | <input type="checkbox"/> |
| <input type="checkbox"/> (For non-single family projects) In the event that development standards were submitted and approved as part of the preliminary development plan pursuant to BMC 12.30.050(B), development standards shall be made binding upon all future developers of the property in a manner acceptable to the city, and may be submitted in lieu of elevation and perspective drawings of project structures and improvements. | <input type="checkbox"/> |

**Other Submittal Requirements (7 copies of each item required):**

**If any changes to utilities or roadways are proposed, the following information is required:**

- |   |                          |
|---|--------------------------|
| L <input type="checkbox"/> Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades  | <input type="checkbox"/> |
| L <input type="checkbox"/> Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines | <input type="checkbox"/> |
| L <input type="checkbox"/> Road width and turning radii .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated   | <input type="checkbox"/> |

If critical Areas are located on or adjacent to the area to be altered the following information is required:

- | Applicant   | Staff                    |
|---|--------------------------|
| L <input type="checkbox"/> A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property) .....  | <input type="checkbox"/> |
| L <input type="checkbox"/> A Stream Delineation and Assessment Study (if streams located on or adjacent to the subject property) ....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Geological Hazards Report (Soils Report) (if steep slopes present on subject property) .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> An Aquifer recharge special report prepared by a Geologist (if aquifer recharge occurs on the adjacent to the subject property)  | <input type="checkbox"/> |
| L <input type="checkbox"/> A special flood report prepared by a licensed engineer, (If the site within a Frequently flooded area) .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Wildlife Inventory\Study (if site contains endangered, threatened, or sensitive species).....  | <input type="checkbox"/> |
| L <input type="checkbox"/> A Title Report prepared by a licensed Title Insurance Agency .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property. | <input type="checkbox"/> |

Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

The Community Development and Public Works Director may waive specific submittal requirements determined to be unnecessary for review of the application.

**NOTE:** Other items may be required to be submitted for PUD Preliminary & Final Applications to be consistent with the Bothell Municipal Code.