



## CITY OF AUBURN

Planning & Development Department  
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## PUD SITE PLAN APPROVAL APPLICATION PACKET

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# PUD SITE PLAN APPROVAL APPLICATION – INTRODUCTION

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### (TYPE I & TYPE II DECISIONS)

#### **What does Type I & Type II refer to?**

Type I decisions are administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are administrative decisions made by the City which include threshold determinations under SEPA. When SEPA is required, the City issues a notice of application which has a public comment period.

*In each case, the written decision of the Planning Director can be appealed to the Hearing Examiner and the written decision of the Hearing Examiner to the Superior Court of the county in which the property is located (King County or Pierce County).*

#### **What does PUD stand for?**

PUD stands for planned unit development. Planned unit development districts, provided for in the City's comprehensive plan, are special planning areas that offer enhanced flexibility, particularly for residential development, to develop a site through innovative and alternative development standards. In exchange for flexibility, the City requires the PUD to result in a significantly higher quality development, greater public benefits, and more sensitive proposals than would have been achievable under conventional zoning and subdivision procedures.

#### **What are the criteria for PUD site plan approval?**

The applicant must demonstrate to the City's satisfaction that the PUD achieves and/or maintains consistency, in part or in whole, with the following public benefits or expectations (outlined in detail under ACC 18.76.010):

1. Preservation of natural amenities;
2. Pedestrian-oriented communities;
3. Land use efficiencies;
4. Implementation of the comprehensive plan;
5. Enhanced design features;
6. Creation of public amenities;
7. Affordable housing.

In addition, the PUD site plan must achieve and/or maintain consistency with the requirements outlined in the following sections of City Code:

1. Allowable Residential Densities – ACC 18.76.050
2. Development Standards – ACC 18.76.070
3. Design Requirements – ACC 18.76.070
4. Landscape and Screening Requirements – 18.76.075
5. Sign Requirements – ACC 18.76.077
6. Public Infrastructure Requirements – ACC 18.76.080
- 7.

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## **PUD SITE PLAN APPROVAL APPLICATION – INTRODUCTION [CONTINUED]**

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### **What uses are permitted outright within the Lakeland Hills South PUD?**

All residential uses (subject to PUD density requirements), parks, and all non-residential uses permitted outright and not requiring an administrative use permit under C-1 Light Commercial District (ACC 18.26).

### **What is SEPA and when is it applicable?**

PUD projects may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, timber removal, size of building); projects that require licensing for air emissions or discharges to water; or other factors. WAC 197-11-800 provides the specific thresholds which determine whether SEPA is required. If subject to SEPA, an environmental checklist application must be submitted with the administrative use permit application. After the Notice of Application comment period expires, the Planning Director – who is the City’s SEPA Responsible Official - issues a SEPA threshold determination (TD), or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments during the appeal period.

If the SEPA Responsible Official issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

### **How long before I am notified if my application is complete?**

At the time you submit an application, you must submit all of the written and graphic information listed in this application under “PUD Site Plan Approval Application Submittal Checklist”: Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

### **How long before I know the PUD site plan has been approved or denied?**

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days.

**PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.**



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OFFICE USE ONLY

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
 \_\_\_\_\_  
 TYPE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
 FEES PAID: \_\_\_\_\_ CHECK/CASH: \_\_\_\_\_  
 SUBMITTAL DATE: \_\_\_\_\_  
 LAND USE DESIGNATION: \_\_\_\_\_

## PUD SITE PLAN APPROVAL APPLICATION

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

### PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: \_\_\_\_\_ EXISTING USE OF SITE: \_\_\_\_\_

ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROPOSED USE OF SITE: \_\_\_\_\_

AREA TO DEVELOPED (s.f.): \_\_\_\_\_



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**PUD SITE PLAN APPROVAL  
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**TYPE I & TYPE II PUD SITE PLAN APPROVAL – LETTER OF  
AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_ , to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State where signed

\_\_\_\_\_  
Address



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## TYPE I & TYPE II PUD SITE PLAN APPROVAL – CONCURRENT APPLICATIONS

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications (administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision

- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications (administrative decisions made by the city which include threshold determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit

- Preliminary Plat
- Special Exceptions
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications – quasi-judicial decisions made by the city council following a recommendation by the hearing examiner:**

- Rezone (site-specific)

**OTHERS - as may apply:**

- SEPA \_\_\_\_\_
- SHORELINE EXEMPT \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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**PUD SITE PLAN APPROVAL – SUBMITTAL CHECKLIST**

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***DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS***

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

***APPLICATION FEES - Make checks payable to the City of Auburn***

All application fees, including, but not limited to: Site Plan Approval (PUD/Residential or PUD/Non-residential). Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.auburnwa.gov/forms>

***WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted***

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed PUD Site Plan Approval Application Submittal Checklist. (**One [1] original and 9 copies**)
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM** Identify applications for projects, permits, or any other land use decisions that are being submitted concurrent with the Reasonable Use Exception application.
- D. **SEPA CHECKLIST.** If applicable, submit a **completed** Environmental Checklist together with any supporting documentation, such as a critical areas report (see below), or information to address potential or known environmental impacts resulting from the proposal.
- E. **CRITICAL AREAS REPORT (6 copies)**, if applicable, addressing compliance ACC 16.10 (Critical Areas) prepared by a qualified consultant as defined by ACC 16.10.020 as a person who has attained a degree from an accredited college or university in the subject matter necessary to evaluate the critical area in question (e.g., biology, ecology, or horticulture/arboriculture for wetlands, streams, wildlife habitat, and geology and/or civil engineering for geologic hazards, and hydrogeologist for ground water protection areas), and/or who is professionally trained and/or certified or licensed by the State of Washington to practice in the scientific disciplines necessary to identify, evaluate, manage, and mitigate impacts to the critical area in question.

Known or Suspected Critical Area	Class	Analysis Required	Analysis Prepared
<input type="checkbox"/> Wetlands	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Stream	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wildlife Habitat Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Geologic Hazard Area Seismic, steep slope, landslide, & erosion	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Groundwater Protection Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other:			
<input type="checkbox"/> Flood Hazard - ACC 15.68	_____	<input type="checkbox"/>	<input type="checkbox"/>

H. **ORDINANCE APPROVING THE PUD**, if previously done.

**PLANS & GRAPHICS - Total of ten (10) copies unless otherwise noted**

A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) and drawn on **24" x 36"** paper at a scale no less than **1"=40'** (unless alternative scale sheet size approved by Planning Director). An index sheet, in above-specified size, is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.

B. **VICINITY MAP** Sufficient to define the parcel(s)' location and boundaries.

C. **SITE PLAN:**

- 1. North arrow, graphic scale, and date plan was prepared;
- 2. Boundaries and dimensions of the property/PUD;
- 3. Illustration showing proposal within boundaries of entire PUD, **if partial approval**;
- 4. Acreage of the proposal;
- 5. Right-of-way (ROW) location and widths, the proposed name of each street or alley, and whether the ROW will be dedicated as public or remain private. Also, designation of fire lanes and where final street grades likely to exceed ten percent (10%) in elevation and estimated tentative grades of such streets ;
- 6. Adjacent public streets;
- 7. Existing and proposed easements and such easements' purposes;
- 8. Location and size of all existing and proposed utilities, including sewer, storm drainage, and water lines lying within or adjacent to the PUD or the phase of the PUD as appropriate;
- 9. Typical street cross section(s), including any pedestrian facilities
- 10. Location of uses;
- 11. Location and height of buildings and structures, existing and proposed, with setbacks;

- 12. Location and layout of off-street parking, loading, and unloading areas;
- 13. Location of walls and fences around the perimeter of the PUD or phase of the PUD as appropriate, and an indication of their height and materials;
- 14. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths;
- 15. Location and size of signs;
- 16. Proposed architectural treatment of structures, including elevations;
- 17. Proposed final contour lines at intervals of five feet for average slopes exceeding five percent or at two foot intervals for average slopes not exceeding five percent. Final contours shall be indicated by a solid line (existing contours that will be altered shall be shown in broken lines). Contour lines shall be labeled at intervals not to exceed 20 feet and shall be based upon city datum e.g. NGVD; and,
- 18. If applicable, flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.

**D. CONCEPTUAL LANDSCAPING/PLANTING PLAN** prepared in accordance with ACC 18.50 and Lakeland Hills South Landscape Plan (Landscaping and Screening) inclusive of:

- 1. North arrow, graphic scale, and date plan was prepared;
- 2. Boundaries and dimensions of the property;
- 3. Adjacent public and private streets;
- 4. Location of on-site buildings;
- 5. Location of on-site parking areas;
- 6. Location of outdoor storage areas;
- 7. Location and size of landscape areas;
- 8. Location of significant trees;
- 9. Location of water source(s);
- 10. Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains;
- 11. Plant schedule of common and scientific names of species, minimum tree calipers at time of planting, and quantity of each species;
- 12. Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting; and,
- 13. Information on the plan as to how the landscaping will be maintained, such as type of irrigation system or native plants.