



**CITY OF AUBURN**  
 Planning & Development Department  
 Auburn City Hall Annex, 2<sup>nd</sup> Floor  
 1 East Main Street  
 Auburn, Washington 98001-4998  
 Tel: 253.931.3090  
 Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**WATER/SEWER AVAILABILITY  
 APPLICATION PACKET  
 (GENERAL DEVELOPMENT)**

**CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL DEVELOPMENT) APPLICATION – INTRODUCTION**

**(TYPE V DECISION)**

**What does Type V refer to?**

Type V refers to quasi-judicial decisions made by City Council following recommendation by City Staff.

**What is a Certificate of Water/Sewer Availability?**

A certificate of water/sewer availability confirms the availability or unavailability of water and sewer utilities for proposed development in unincorporated areas outside of Auburn city limits.

Water and sewer is generally only extended to development occurring within the City’s potential annexation areas. If the property requesting water and sewer is adjacent to the City, it will be annexed before receiving city services. In cases where immediate annexation of property is impractical, due to constraints in providing adequate city services or other reasons, the certificate also functions as a legal, binding commitment to annex to the City whenever the City deems appropriate and as a development agreement.

**What is a development agreement?**

A development agreement contains provisions that require the property owner(s)/developer(s) requesting water/sewer service to conform to all applicable city development standards.

It ensures that a property will be consistent with city development standards at time of annexation, making it less likely that the city will have to expend public funds to address a substandard development after annexation.

**What if my development cannot meet city development standards?**

The property owner(s)/developer(s) must submit with the application a letter requesting modification to the applicable development standards, detailing the particular circumstance and the development standard(s) that cannot be met, along with why the standard(s) cannot be met.

Per ACC 14.18.070B, modifications will only be granted if found to be consistent with the following:

1. That special circumstances related to the size, shape, topography, location or surroundings of the subject property do not provide the owner with the development rights and privileges permitted to other similar properties in the vicinity and in the zoning district in which the subject property is located; or
2. That, because of the special circumstances, the development of the property in strict conformity with city standards will not allow a reasonable and harmonious use of the property; or
3. When applying city standards will result in a distinct “discontinuity” with adjacent development which was previously approved or constructed to county standards; or
4. When applying city standards puts the developer in a position where the county will not allow that development to take place.

---

## **CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL DEVELOPMENT) APPLICATION – INTRODUCTION [CONTINUED]**

---

### **When can/should I submit a Certificate of Water/Sewer Availability application?**

An application for a certificate of water/sewer availability should be filed by the property owner or property owner's representative **BEFORE** submittal of development applications to the County.

The County will not process any development applications unless the City agrees to extend its water and sewer services to the subject property or unless the City allows construction/modification of a private well/septic system if it does not extend its services.

### **What are the differences between the General Development and Single-Family Residence applications?**

General development applications require additional elements not required to be shown on site plans for single-family residence applications. Also, general development applications are subject to a public hearing conducted by City Council's Planning and Development Committee, whereas single-family residence applications are not.

### **What is the review process like for Certificate of Water/Sewer Availability applications?**

1. Once a certificate of water/sewer availability application is deemed complete, City staff will conduct review of the application, draft a development agreement if the City's development standards can be met by or modified for the application, and forward the application to the Planning and Development Committee.
2. The Committee reviews the application and holds a public hearing, for which public notice will be given no less than 10 days before such hearing.
3. At such hearing's conclusion, the Committee's recommendation will be forwarded to City Council for review and approval, approval with conditions, denial, or remanding for corrections and modifications.
4. The signed development agreement will be submitted to the County for recording by the applicant.
5. Certificates of Water/Sewer Availability are issued after the applicant returns the signed and recorded development agreement to the City.

Planning Department (Review/Draft Development Agreement) → Planning and Development Committee (Review/Public Hearing/Recommendation) → City Council (Approve/Deny/Remand) → County (Recording) → City (Certificates Issued)

### **What are the criteria against which the Certificate of Water/Sewer availability will be reviewed?**

Per ACC 14.18.040, in reviewing applications for certificate of water/sewer availability, City staff will consider:

1. The availability of water and sewer;
2. The conformance of the proposal to any plans, city policies, or regulations pertaining to streets/utilities;
3. Other issues related to the interests and responsibility of the applicable departments and divisions;

Per ACC 14.18.070, the development agreement will be recommended for signing only if the Planning and Development Committee confirms the following:

1. Consistency with city development standards;
2. Consistency with the City's comprehensive plan; and
3. The property cannot be annexed immediately.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**

---

## CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL DEVELOPMENT) APPLICATION – INTRODUCTION [CONTINUED]

---

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

Certificates of water/sewer availability 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 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 “Certificate of Water/Sewer Availability 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 if the Certificate of Water/Sewer Availability has been approved (with or without conditions) 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.

It typically takes 60-90 days for the certificate of water/sewer availability to be obtained, though exceptions to City standards and incomplete applications will lengthen the process.

### **How long is the Certificate of Water/Sewer Availability valid for?**

Certificates of Water/Sewer Availability expire one year from issuance, but can be renewed as long as the terms of the original development agreement can still be met. Development agreements run with the title of the property.

**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.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**



**CITY OF AUBURN**  
 Planning & Development Department  
 Auburn City Hall Annex, 2<sup>nd</sup> Floor  
 1 East Main Street  
 Auburn, Washington 98001-4998  
 Tel: 253.931.3090  
 Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**OFFICE USE ONLY**

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

## CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL DEVELOPMENT) 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.): \_\_\_\_\_



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**CERTIFICATE OF WATER/SEWER AVAILABILITY  
APPLICATION (GENERAL DEVELOPMENT)**

---

**CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL DEVELOPMENT) – LETTER OF AUTHORIZATION**

---

(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



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**CERTIFICATE OF WATER/SEWER AVAILABILITY  
APPLICATION (GENERAL DEVELOPMENT)**

---

**CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL DEVELOPMENT) – CONCURRENT APPLICATIONS**

---

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
- \_\_\_\_\_
- \_\_\_\_\_



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**CERTIFICATE OF WATER/SEWER AVAILABILITY  
APPLICATION (GENERAL DEVELOPMENT)**

---

**CERTIFICATE OF WATER/SEWER AVAILABILITY (GENERAL  
DEVELOPMENT) – SUBMITTAL CHECKLIST**

---

***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 Certificate of Water/Sewer Availability application 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: Certificate of Water/Sewer Availability (General Development) and Public Notice Board Posting Fees. Some fees will not be invoiced until actual costs are known. Link to current year's 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 Certificate of Water/Sewer Availability (General Development) Application Submittal Checklist. (**One original and 9 copies**)
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **SEPA CHECKLIST** If the project requiring a Certificate of Water/Sewer Availability is not categorically exempt from SEPA under state and city rules or will impact lands designated as critical areas, the Planning Director may require a **completed** copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.
- D. **CRITICAL AREAS REPORT (6 copies, one unbound)**, if applicable, addressing compliance with 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.



**CERTIFICATE OF WATER/SEWER AVAILABILITY  
APPLICATION (GENERAL DEVELOPMENT)**

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"/>

- E. **TRAFFIC IMPACT ANALYSIS (6 copies, one unbound)**, if applicable. If the SEPA submittal is for a new use or an expanded use that will generate traffic, safety or other issues, the City Engineer may require submittal of a traffic analysis prepared by a professional engineer licensed in the State of Washington. The City Engineer may make this determination prior to application submittal as part of a pre-application conference meeting request or as part of coordination with the applicant prior to application submittal.
- Traffic Analysis required and attached.
  - Traffic Analysis is not applicable as determined by the City Engineer
  - Don't know

- F. **PRELIMINARY STORM REPORT (6 copies, one unbound)**, if applicable. Depending on the size and nature of the project, the City engineer may require submittal of a preliminary storm report prepared by a professional engineer licensed in the State of Washington. The City Engineer may make this determination prior to application submittal as part of a pre-application conference meeting request or as part of coordination with the applicant prior to application submittal. The storm report shall include a minimum of a quarter mile downstream analysis. (Additional information may be required if such analysis does not fully address stormwater impacts).
- Preliminary Storm Report required and attached.
  - Preliminary Storm Report is not applicable as determined by the City Engineer
  - Don't know

- G. **LEGAL DESCRIPTION** of the property requiring a certificate of water/sewer availability. Said property must be described with a "metes and bounds" legal description, unless the property is part of a recorded subdivision. Include the parcel number (tax I.D. number).



**PLANS & GRAPHICS - Total of seven (7) copies unless otherwise noted**

- A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) on paper no larger than **24x36"**, at **1"=100'** or larger. An index sheet of the same size is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.
- B. **SITE PLAN DRAWING – ITEMS TO BE INCLUDED:**
- 1. Parcel numbers;
  - 2. Date plan was prepared and space for revision dates for subsequent resubmittals;
  - 3. Name, address, e-mail, and phone number of architect/engineer;
  - 4. Name, address, e-mail, and phone number of property owner(s);
  - 5. Name, address, e-mail, and phone number of representative;
- C. **SITE PLAN DRAWING – GRAPHIC REPRESENTATION** The following graphic features shall be shown on the drawing:
- 1. North arrow and numeric/graphic scale;
  - 2. Boundaries and dimensions of the property;
  - 3. Adjacent public and private streets;
  - 4. Easements, existing and proposed;
  - 5. Location and size of all fire hydrants;
  - 6. Boundaries and dimensions all lots, existing and proposed;
  - 7. Proposed public streets with a typical cross section;
  - 8. Location and size of all existing and proposed utilities;
  - 9. Topography of site and surrounding area
  - 10. Points of access, interior streets, and driveways, existing and proposed;
  - 11. Proposed public right-of-way, dedications and improvements;
  - 12. Location of storm water quality/detention facilities;
  - 13. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.
- D. **VICINITY MAP** A vicinity map sufficient to define the property location and boundaries.