



STREET DEFERRAL REQUEST APPLICATION

Updated
June 2019

Physical Address:
Auburn City Hall Annex, 2nd Floor
1 East Main Street

Mailing Address:
25 West Main Street
Auburn, WA 98001-4998

Webpage & Application Submittal:
www.auburnwa.gov
applications@auburnwa.gov

Phone and Email:
Phone: 253-931-3090
permitcenter@auburnwa.gov

PROJECT INFORMATION

Project Name: _____ **Date:** _____
Project Address: _____ **Zip:** _____
Parcel No(s): _____

Project Number
—
Related Applications
—
—

ENGINEER

Company Name: _____ **Phone:** _____
Contact Person: _____ **Email:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Received

OWNER

Name: _____ Individual Corporation Partnership LLC
Contact Person: _____ **Phone:** _____ **Email:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

APPLICANT

Owner Owner Agent Contractor Engineer Architect Other: _____
Company Name: _____
Contact Person: _____ **Phone:** _____ **Email:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

INFORMATION

In accordance with ACC 12.64A.050, the Deferral Request will be forwarded to police; parks, arts, and recreation; planning and development; information services; and the local fire authority for input. The City Engineer will make a decision regarding the request taking into account the best interest of the City and among other considerations, the justification criteria and input from the above departments and agencies.

Note: Prior to permit issuance, for any Deferral Request Application that is granted, in part or in whole, the Owner will be required to execute and record deferral and no protest agreements as well as dedicate right-of-way necessary to accommodate for the construction of the required improvements in the future.

---Please see bottom of next page for applicant signature---

BACKGROUND

In accordance with Auburn City Code (ACC) 12.64A.020, half-street improvements are required in conjunction with any Building, Grading, and/or Special Permit that meet one or more of the following conditions:

- A. Four residential dwelling units or less, and the proposed improvements add one or more units on the subject property. For the purposes of this condition, an accessory dwelling unit (ADU) is not considered a unit
- B. Commercial development, industrial development, or residential development with more than four dwelling units, when the proposed improvements add one or more units and increase the net building square footage of the existing structure(s) on the subject property
- C. Commercial development, industrial development, or residential development with more than four dwelling units, where no additional units are being added and when the proposed improvements increase net building square footage on the subject property by 10 percent or 1,000 square feet, whichever is lower
- D. Drive-through service is added on the subject property
- E. A standalone parking lot is added on the subject property. For the purposes of this condition, a standalone parking lot is a parking lot that is not designated to meet parking requirements of a building or other improvement located on the same parcel
- F. A change in use on the subject property that results in an increase in the required number of parking stalls by five or more
- G. Vehicular or nonmotorized access from the subject property to a public right-of-way, either directly or through a private road, easement, or tract, is created, modified, or relocated. This requirement does not apply to a relocation or modification of an access used for only a single-family residence if the access change connects to the same public right-of-way. The city engineer may waive this requirement in circumstances where the city engineer determines that the access is being modified to address safety deficiencies associated with the existing access

When required, in accordance with ACC 12.64A half-street improvements shall (at a minimum) consist of:

- A. Paved roadway
- B. Sidewalks
- C. Curb and gutter
- D. Street landscaping
- E. Street lighting and conduit
- F. Storm drainage
- G. Dedication of public right-of-way
- H. Conduit for city communication systems
- I. Conduit at least three inches in diameter in any street/public right-of-way being improved under this chapter

INSTRUCTIONS

Please attach a Deferral Request Letter. The letter should include a list of all public improvement elements for which the Applicant is requesting to defer (pavement, curb & gutter, sidewalk, street lighting, storm drainage, street landscaping, traffic control, telecommunications conduit).

The letter will also require detailed justification for the deferral of public improvements for each of the following criteria outlined in Auburn City Code (ACC) 12.64A.050:

1. Proximity to or lack of similar improvements within the roadway corridor
2. Continuity of infrastructure improvements within the public right-of-way
3. Pending projects programmed within the corridor that may impact the street frontage of the subject property
4. Safety considerations
5. Traffic volumes and travel patterns
6. Storm drainage needs
7. Input from the police; parks, arts, and recreation; community development department; information services; and the local fire authority.

The letter should include any maps, photos, drawings, or exhibits as necessary to support the above justification.

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property on this permit application or I represent the owner as signified above and am acting with the owner's full knowledge and consent.

Signature: _____ Printed Name: _____ Date: _____