



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

PUD SITE PLAN APPROVAL APPLICATION PACKET

PUD SITE PLAN APPROVAL APPLICATION – INTRODUCTION

(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.

PUD SITE PLAN APPROVAL APPLICATION – INTRODUCTION [CONTINUED]

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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**PUD SITE PLAN APPROVAL
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PUD SITE PLAN APPROVAL – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS.

- Provide electronic files 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. Documents totaling less than 20 MBs may be attached to the email submittal to applications@auburnwa.gov. If total file size is more than 20 MBs then email only the application form to applications@auburnwa.gov and you will be provided with a Dropbox link to upload all of the documents. Please allow until the end of the following business day for a Permit Technician to contact you with further instructions and to arrange payment and complete the intake process.

PDF REQUIREMENTS.

- All documents shall be submitted in *unsecured* and *flattened* PDF format. Each document shall be separate PDF documents and clearly named by document title (common acronyms are OK, e.g. *SSP* – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report).
Example: Smith Building – Prelim SSP.pdf

WRITTEN MATERIALS

- A. **APPLICATION FORM** Provide a completed Master Land Use Application Form

- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained with this application packet inclusive of all required signatures.

- C. **NOT USED**

- 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"/>

PLANS & GRAPHICS

- 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.