City of Bothell™

TRAFFIC CONCURRENCY APPLICATION
Online application required. Submit your application online at www.MyBuildingPermit.com.

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PROPERTY INFORMATION

Project/Business/Tenant Name (if applicable): _____

Site Address: _____ Suite No: _____

Parcel No: _____

Property Owner: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone: (_____) _____ E-Mail: _____

APPLICANT INFORMATION:

Applicant: _____

Mailing address _____ City _____ State _____ Zip _____

Phone (_____) _____ E-Mail: _____

CONTACT INFORMATION:
This person is designated by the applicant to receive all communications, correspondence, determinations, and notices required by applicable development regulations.

Contact Person: _____ Company Name: _____

Relationship to the Applicant _____

Mailing address _____ City _____ State _____ Zip _____

Phone (_____) _____ E-Mail: _____

Traffic Engineer Business Name: _____

Mailing address _____ City _____ State _____ Zip _____

Phone (_____) _____ E-Mail: _____

Are you categorically exempt from a Traffic Concurrency review? ☐ Yes ☐ No

If YES, sign this form without completing the remainder of the form. If NO, continue completing this form. See Information Sheet for exemptions. Applicant may be required to provide proof of exemption.

OFFICE USE ONLY	
PLAN NUMBER: _____	PRJ# _____

Property Information:

Site address _____ Assessors parcel number(s) _____

Plat name/lot # _____ Size of property _____

Legal description (attach separate sheet if necessary) _____

Comprehensive Plan sub-area _____

Is this an update to an active concurrency application? ☐ Yes ☐ No

Has property previously been reviewed for concurrency? ☐ Yes ☐ No

If yes, date of original application _____

Is this application made in conjunction with a land-use permit or construction permit application? ☐ Yes ☐ No

If yes, type of permit _____ Permit number _____

Existing use of property (attach separate sheet if necessary) _____

_____

_____

Existing number of PM peak hour trips _____ Proposed use(s) _____

_____

_____

Number of new PM peak hour trips _____

Phasing Information: will project be phased? ☐ yes ☐ no

Phase	Use	Size	PM Trips	Date

Reservation Capacity:

Will applicant seek to obtain a building permit during the encumbrance period? ☐ Yes ☐ No

Will applicant seek to reserve capacity during the encumbrance period? ☐ Yes ☐ No

Proposed length of reservation: **180 days**

Traffic Concurrency Submittal: You will need an appointment for this submittal, please contact a Permit Technician to schedule your appointment. The following items are required for all applications. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

☐ Completed & signed Concurrency Application (page 1)

☐ Development Review Billing Form D

☐ Written consent of the property owner(s), if different from the applicant

☐ Legal Description of property

☐ Hearing Examiner's decision, SEPA determination, Concomitant Agreement, or any other previous land use determinations which apply to the subject property. (Does not apply to all applications.)

☐ Transportation Impact Analysis Checklist (attached, completed and stamped)

- ☐ Traffic Study
- ☐ Site Plan with Vicinity Map
- ☐ Completed Safe Walk form (applicable for residential short plats and subdivisions only).
- ☐ Completed Snohomish County Traffic Mitigation Offer & Traffic Worksheet
- ☐ Concurrency Surcharge Fees – 2020 rates – **add 5% technology** fee to total
  - ☐ Base fee: **$2,278.00**, plus:
  - ☐ Project generates 3-19 peak hour trips: **$1,011.00**
  - ☐ Project generates 20-50 peak hour trips: **$2,016.00**
  - ☐ Project generates more than 50 peak hour trips: **$3,359.00**

Applicant: This checklist is to be completed by a licensed engineer familiar with the traffic analysis submittal. 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 City Traffic Engineer **prior** to your intake appointment to have the item(s) initialed as not required.*

Three (3) copies of all pertinent traffic related information for the submittal, including a minimum of one unbound copy of traffic study, are required.

Applicant   Staff

Project Description

	Applicant		Staff
☐	Project type and size	....	☐
☐	Project location, with vicinity map	....	☐
☐	Proposed site access, with site plan (reduced size, ok)	....	☐
☐	Horizon planning year	....	☐

Existing Conditions

☐	Existing traffic volumes, daily and peak hour turning movement	....	☐
☐	All counts completed within <u>one year</u> prior to the application date	....	☐
☐	Roadway network, including traffic control	....	☐
☐	Level of service calculations at impacted corridors and site entrances	....	☐
☐	Parking supply	....	☐

Accident/Safety Conditions

☐	Sight distance analysis at intersections and access points	....	☐
☐	Clear zone analysis	....	☐

Trip Generation and Distribution

☐	Trip generation using the latest ITE Generation Manual or other approval method	....	☐
☐	Trip distribution map showing turning movements assigned to roadway network	....	☐
☐	Parking generation analysis using the latest ITE Parking Generation Manual or other	....	☐

Public Transit and Non-Motorized Facilities

☐   Identification of existing transit service .... ☐

☐   Identification of existing trails, bicycle lanes, and other non-motorized facilities............... ☐

Future Conditions

☐   Annual growth rate determined by actual data or other approved source........................ ☐

☐   Future conditions, with and without the project, with commentary on compliance with concurrency requirements as needed. ☐

☐   Level of Service calculations sheets at all impacted corridors and site access points, with and without the proposed project. ☐

☐   Parking demand analysis .... ☐

☐   Effect of proposed development on public transit and non-motorized facilities................. ☐

☐   Any transportation facilities proposed by the Comprehensive Plan which may effect the development or study area. ☐

Mitigation Measures

☐   All developments are subject to the City's Traffic Mitigation Ordinance and mitigation payments are calculated accordingly. ☐

☐   Proposed mitigation to correct any deficiencies not addressed through the Traffic Mitigation Ordinance, consistent with provisions in the Bothell Municipal Code, in particular but not limited to, Title 14 (Environment), Title 15 (Subdivision), Title 17 (Transportation) and Title 21(Development Impacts). ☐

☐   Dedication of right-of-way and associated frontage improvements .... ☐

☐   Evaluation of change in accident potential with proposals to correct safety deficiencies .. ☐

☐   Offer of traffic impact fees to Snohomish County per the Interlocal Agreement. ☐

Other

☐   Analysis of internal site circulation for vehicles, transit, handicap access and other evaluations determined at project scoping. ☐

☐   Safe Walk Route Assessment–applicable to residential short plat and subdivisions only . ☐

More detailed requirements for the preparation of the study provided by Transportation Impact Analysis, form V.

To the best of my knowledge, the enclosed traffic study includes the before mentioned items. I understand that failure to include <u>all</u> areas of discussion as described herein, will result in an application being determined inconsistent with Bothell Code and may result in delays of the subject application.

Place professional stamp here

_____   _____

Signature   Date