

# Concurrency Application

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**FOR STAFF USE ONLY**

PROJECT NAME \_\_\_\_\_ CON # \_\_\_\_\_

RELATED PERMITS \_\_\_\_\_ RECEIPT # \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_ ) \_\_\_\_\_ 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.*

**Traffic Engineer:** \_\_\_\_\_

Contact \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**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 \_\_\_\_\_ Concurrency permit no. CON \_\_\_\_\_ - \_\_\_\_\_

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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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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

<u>Phase</u>	<u>Use</u>	<u>Size</u>	<u>PM Trips</u>	<u>Date</u>

**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:** 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.

- Staff
- 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 (**3 copies -- one, unbound**)
  - Site Plan with Vicinity Map (2 sets)
  - Completed Safe Walk form (applicable for residential short plats and subdivisions only).
  - Completed Snohomish County Traffic Mitigation Offer & Traffic Worksheet (**2 copies**)
  - Concurrency Surcharge Fees:
    - Project generates 3-19 peak hour trips: **\$848.00 + 5% Technology Fee**
    - Project generates 20-50 peak hour trips: **\$1,694.00+ 5% Technology Fee**
    - Project generates more than 50 peak hour trips: **\$2,823.00+ 5% Technology Fee**

It is the applicant's responsibility to know Code requirements and provide all necessary information required for project review. I declare under penalty of the perjury laws that the information I have provided on this form is true, correct and complete.

\_\_\_\_\_  
Applicant / Owner or Applicant / Non-Owner (circle one) Signature

\_\_\_\_\_  
Date

*I hereby authorize City representative(s) to inspect my property Monday-Friday between the hours of 8 a.m. and 5 p.m. during this permit application process for purposes of verifying site conditions.*



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This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

**Applicant:** You will need an intake appointment for this submittal, please contact a Permit Technician to schedule your appointment. 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
<b>Project Description</b>	
<input type="checkbox"/> Project type and size .....	<input type="checkbox"/>
<input type="checkbox"/> Project location, with vicinity map .....	<input type="checkbox"/>
<input type="checkbox"/> Proposed site access, with site plan (reduced size, ok) .....	<input type="checkbox"/>
<input type="checkbox"/> Horizon planning year .....	<input type="checkbox"/>
<b>Existing Conditions</b>	
<input type="checkbox"/> Existing traffic volumes, daily and peak hour turning movement.....	<input type="checkbox"/>
<input type="checkbox"/> All counts completed within <u>one year</u> prior to the application date .....	<input type="checkbox"/>
<input type="checkbox"/> Roadway network, including traffic control.....	<input type="checkbox"/>
<input type="checkbox"/> Level of service calculations at impacted corridors and site entrances .....	<input type="checkbox"/>
<input type="checkbox"/> Parking supply .....	<input type="checkbox"/>
<b>Accident/Safety Conditions</b>	
<input type="checkbox"/> Sight distance analysis at intersections and access points .....	<input type="checkbox"/>
<input type="checkbox"/> Clear zone analysis.....	<input type="checkbox"/>
<b>Trip Generation and Distribution</b>	
<input type="checkbox"/> Trip generation using the latest ITE Generation Manual or other approval method.....	<input type="checkbox"/>
<input type="checkbox"/> Trip distribution map showing turning movements assigned to roadway network .....	<input type="checkbox"/>
<input type="checkbox"/> Parking generation analysis using the latest ITE Parking Generation Manual or other .....	<input type="checkbox"/>
<b>Public Transit and Non-Motorized Facilities</b>	
<input type="checkbox"/> Identification of existing transit service .....	<input type="checkbox"/>
<input type="checkbox"/> Identification of existing trails, bicycle lanes, and other non-motorized facilities.....	<input type="checkbox"/>



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Applicant

Staff

## 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 all 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

