

Traffic Concurrency



This informational handout is based on the Traffic Concurrency requirements for the City of Bothell. It does not contain the full text of the concurrency requirements and is intended as an overview. Please refer to Chapter 17.03 of the Bothell Municipal Code for full details.

Authority

The purpose of determining traffic concurrency, as described in Chapter 17.03 of the Bothell Municipal Code, is to implement the Transportation Element of the City's Comprehensive Plan, as required by RCW 36.70A in accordance with WAC 365-195-51 0 and 365-195-835.

General Procedure

- A. The Applicant makes application for a concurrency determination in conjunction with a project permit application or other development approval request. See 17.03.014 for application procedure.
- B. The City shall review an application and make an initial determination of consistency with the City's development regulations under Chapter 11.04 BMC, the City shall then make a determination of concurrency. If the City determines that there is concurrency for the proposed project, a Concurrency Encumbrance Letter is issued. The Concurrency Encumbrance Letter is valid for one hundred twenty (120) days.
- C. Within the effective period of the Concurrency Encumbrance Letter, the applicant must apply for a Capacity Reservation (See 17.03.019 BMC).
- D. Within the effective period of the Capacity Reservation, the building permit or approval for the development may be issued.
- E. Upon issuance of the City building permit or other approval, the capacity becomes vested, unless the building permit or approval lapses prior to issuance of an occupancy permit.

Exemptions

- A. Any proposed development which generates less than 10 new PM peak hour trips, as defined in Chapter 17.01 BMC.
- B. The following types of permits are exempt from the Concurrency Encumbrance Letter process:
 - ↪ Administrative Interpretations
 - ↪ Demolition Permit
 - ↪ Land Clearing Permits
 - ↪ Grading Permits
 - ↪ Hydrant Use Permit
 - ↪ Interior Alterations with no change of use
 - ↪ Mechanical Permit
 - ↪ Plumbing Permit
 - ↪ Right of Way Invasion Permit
 - ↪ Sewer Connection Permit
 - ↪ Storm Sewer Connection with no change of use
 - ↪ Sign Permit
 - ↪ Single Family Building Permit
 - ↪ Single family Remodeling
 - ↪ Street Use Permit
 - ↪ Street Vacation
 - ↪ Utility Permit (waste, sewer, storm)
 - ↪ Water Meter Permit



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Level of Service

The concept of concurrency is based on the maintenance of specified levels of service with respect to road facilities. Concurrency describes the situation in which adequate facilities are available when the impacts of development occur, or within six years from the time of development. The City has designated levels of service for road facilities in the Transportation Element of *Imagine Bothell...* Comprehensive Plan.

Procedure for Concurrency Encumbrance Letter

- A. Within ninety (90) days after receipt of an application for a Concurrency Encumbrance Letter, the City will process the application, conduct a concurrency evaluation in accordance with Chapter 17.03 BMC, and issue a Concurrency Encumbrance Letter or Denial Letter.
 - B. The Concurrency Encumbrance Letter is valid for one hundred twenty days and expires at the end of the Encumbrance Period unless the applicant reserves the Capacity or is issued a building permit.
 - C. If the City determines that one or more road facilities are not concurrent, the City shall issue a denial letter. The letter advises the applicant that capacity is not available.
- C. Within 15 working days after receipt of a complete application for a Capacity Reservation, the City will issue a Capacity Reservation letter. The Capacity Reservation describes the amount and length of time the capacity will be reserved.
 - D. The applicant shall be required to pay all impact fees pursuant to the impact fee schedule in effect at the time the building permit is issued. In addition to the actual traffic impact fee, an administrative fee amount equal to 3% of the amount of the traffic impact fee calculated must be paid at the time of the building permit issuance.

Procedure for Capacity Reservation

- A. The purpose of the capacity reservation process is to allow property owners and developers the assurance that capacity is available when it is needed for a particular project, and to provide a higher degree of certainty during the construction financing process.
- B. An application for a Capacity Reservation will be on a form provided by the City. The application must include a valid Concurrency Encumbrance Letter (See Section 17.03.020 BMC).

