



23204 58th Ave W
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@mltwa.gov
www.cityofmlt.com

PERMIT CONTACT INFORMATION

FOR STAFF USE ONLY
Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ **Suite No.** _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		
State License #	Expires	City Business License #	Expires	_____

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

Signed: _____ **Print Name:** _____ **Date:** _____



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AFFIDAVIT of APPLICANT STATUS and Acceptance of Financial Responsibility for Project Fees

Please indicate which of the following options describes your project:

- Property Owner is Responsible for Fees and Application Materials
- Property Owner is Responsible for Fees and Someone Other than Property Owner (“Applicant”) is Responsible for Application Materials
- Someone Other than Property Owner (“Applicant”) is Responsible for Fees and Application Materials

Please fill out the Project Property Information, Property Owner Information, and Applicant Information (if applicable) sections below, check the appropriate boxes on next page, and sign.

Project Property Information

Property Address: _____

Snohomish County Tax Parcel Number(s): _____

Development Name (if applicable): _____

Project Description: _____

Property Owner Information

Owner Name: _____ Company (if applicable): _____

Owner E-mail: _____ Title: _____

Owner Address: _____

Owner Phone: _____

Applicant Information (If Applicable)

Applicant Name: _____ Company (if applicable): _____

Applicant E-mail: _____ Contractor L7I No.: _____

Applicant Address: _____

Applicant Phone: _____

Affidavit of Applicant Status

Select one of the following:

- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above, and is legally entitled to acquire permits and approvals for the Project.
- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above. Owner further certifies that _____ (“Applicant”) is authorized to act on Owner’s behalf to acquire permits and approvals for the Project, and designates Applicant as the primary contact to work with City staff for such purposes.

Acceptance of Financial Responsibility

Select one of the following:

- As Owner(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Owner unless the City has received written authorization from Owner stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address.
- As Applicant(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Applicant unless the City has received written authorization from Applicant stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address. (Applicant(s) must sign below.)

Signatures

Property Owner’s Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____

Applicant’s Signature (if applicable): _____ Date: _____

Applicant’s Signature (if applicable): _____ Date: _____

Project Site Information:

1. Lot Size in: Square Feet _____ In Acre(s) _____
2. Existing Site Zoning: _____
Adjacent Zoning North of Site _____ South of Site _____
Adjacent Zoning East of Site _____ West of Site _____
3. Existing Site Comprehensive Plan Designation _____
Adjacent Designation North of Site _____ South of Site _____
Adjacent Designation East of Site _____ West of Site _____
4. Present Land Use: _____
North of Site _____ South of Site _____
East of Site _____ West of Site _____

Land Use Data:

1. Total Number of Units Proposed _____
2. Does it include a bonus density (list # of additional units and % of bonus requested): _____

3. Will the project be constructed in phases (indicate # of units and timing of each phase): _____

4. Square Footage of Open Space Provided: _____
5. Square Footage of Recreational Facilities (active/passive): _____
6. Specify the type of units proposed:
Condominium Units _____
Rental Units _____
Single Family Units _____
7. Specify the number of units proposed:
Studio Units _____
One Bedroom Units _____
Two Bedroom Units _____
Three or More Bedroom Units _____
8. Footprint of Structures (list): _____
9. Total Lot Coverage (footprint) of all buildings/structures: _____ sq. ft.
10. Characteristics of Building (specify materials):
Height and Overall Size _____
Roof _____
Walls _____
Garage or Carports _____
Other (window treatments, architectural theme, etc) _____

**PLANNED UNIT DEVELOPMENT APPLICATION
SUPPLEMENTAL QUESTIONNAIRE**

Provide a response to each of the following items (use separate sheets as necessary).

1. How and why is the proposed development of superior design and construction compared to what would normally occur under the regular zoning regulations? The net benefit to the City may be demonstrated by one or more of the following:
 - a. Placement, type, or reduced bulk of structures;
 - b. Interconnected usable open space;
 - c. Recreation facilities;
 - d. Other public facilities;
 - e. Conservation of natural features;
 - f. Aesthetic features and harmonious design; or
 - g. Energy-efficient site design or building features.
2. Describe why the proposal does not create an additional burden on the present, planned or projected capacity of public facilities, services, or roads as compared to that which would be associated with conventional development of the underlying zone (this standard may be met if the applicant pays the proportional cost of any needed additional facilities).
3. Demonstrate that the proposed uses are permitted by the underlying zone district of the property.
4. Identify which goals and policies of the Comprehensive Plan the proposal is in accordance with.
5. Describe how and why the proposal will not be materially detrimental to the immediate vicinity or the community.

6. How will the proposal be constructed and maintained so as to be harmonious and appropriate in design, character, and appearance with the existing or intended character of the general vicinity? Be descriptive.

7. Does the proposal have any environmental impacts (including, but not limited to, the proposed use, water quality, habitat, traffic, air quality, aesthetics, retention of significant vegetation, wildlife impacts, geotechnical issues, infrastructure)? What are they? How are they being handled by the development proposal? What provisions, if any, are being made to mitigate the impacts associated with the proposal?

8. Specifically describe how the proposal meets these additional requirements (set forth in MTMC 19.115.040 – General and MTMC 19.115.050 – Specific Standards).
 - a. How is the project compatible with the existing or planned land use of abutting properties (compatibility includes, but is not limited to, size, scale, mass, and architectural design)?

 - b. What recreational facilities are provided (Note that MTMC 19.35.070(G) has been replaced by the multifamily design standards referenced in MTMC 19.35.070 and 19.35.080 and applies to projects with more than eight units)?

 - c. Where is the open space provided? How can it be used? What value does it have for proposal?

 - d. What provisions are made in the development plan to adequately and appropriately preserve the environment, both natural and manmade?

- e. What is the primary architectural theme of the PUD? What are its major elements? Describe how the accessory structures, such as signs, landscape feature, pedestrian paths, recreation equipment, lighting, etc. are integrated into the primary architectural theme.

- f. Are the building setbacks from property lines similar to those required in the underlying zoning district? If not, what is the rationale for requesting deviation from those setbacks?

- g. Are the buildings sited to avoid a corridor or barrack-like effect? What is their average and maximum height? Are the building heights compatible with the scale of surrounding neighborhood so as not to decrease privacy, impair scenic views, or adversely affect the balance of light and shadow on adjacent properties? Be descriptive.

- h. Has a minimum of 15 percent of the total area of the PUD been dedicated as common open space? Describe the kind and size of the open space provided?

- i. Describe how the location of existing natural site amenities, such as rock outcroppings, ravines, groves of trees, and ponds or streams has been considered when planning the open space, the siting of buildings and other structures, location of underground services, paved areas, and determinations on finished grade levels.

- j. What provisions have been made for perpetual maintenance of any common open space? Provide a copy of proposal. (NOTE: Proposed conditions, covenants, and restrictions, including the means of maintenance of any common open space, are required as part of the application. They are reviewed by the Planning Commission as to the adequacy of such open space provisions).

- k. Does the pedestrian circulation system assure that pedestrians can move safely and conveniently both on the site and to adjacent properties and activities as appropriate? Describe.

This section applies only to projects requesting a bonus density.

- 9. When the proposal includes a bonus density request, one or more of the criteria in MTMC 19.115.050.J must be fulfilled. Please identify, and explain in detail, how each possible criteria is provided by this proposal.

- a. What property, excluding roads, is proposed for dedication to a public institution or agency, at no cost to the agency or institution?

- b. What lands are set aside to preserve a unique physical feature of the site such as a stream, marsh, rock outcropping, bluff, or pond?

- c. What land is set aside (at least five percent of the site or more) for recreation facilities developed as part of the project, such as bicycle or pedestrian trails and neighborhood parks. Are these available to serve others in addition to the occupants of the proposed development?

