



# **PLANNED UNIT DEVELOPMENT** **(PUD)**

PLANNING  
DIVISION  
4800 S 188<sup>th</sup> St  
SeaTac, WA  
98188  
206-973-4750

File No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

## **DEFINITION AND PURPOSE:**

A Planned Unit Development (PUD) may be granted by the City Council if the applicant can show that the purpose of the PUD is to:

1. Produce a development that would be as good or better than traditional lot by lot development on either consolidated lots or un-subdivided property.
2. To correlate comprehensibly the provisions of this title and other resolutions and codes of the county, to permit developments which will provide a desirable and stable environment in harmony with that of the surrounding area.
3. To permit flexibility that will encourage a more creative approach in the development of land, and will result in a more efficient, aesthetic and desirable use of open space, while at the same time, harmonizing with adjoining development and maintaining population and area coverage which are consistent with the transportation facilities and utilities available, and with the public health and safety standards of the city, and which do not adversely impact neighboring development.
4. To permit flexibility in design, placement of buildings, use of open spaces, bicycle and pedestrian circulation facilities, off-street parking areas and street alignment, and to best utilize the potentials of sites characterized by special features of geography, topography, size or shape.

## **CONDITIONS FOR APPROVAL**

The applicant must show that the proposed use satisfies the following criteria for approval by the Hearing Examiner.

1. How does the proposed PUD comply with the development policies of the Comprehensive Plan?
2. How does the proposed PUD comply with the development and community plan policies of the Community Plan?
3. How does the PUD comply with the area zoning guidelines?
4. How does the PUD comply with the shoreline master program, if applicable?

5. How does the PUD comply with the provisions of the zoning code?

### **SUBMITTAL**

1. **Filing Fees:**  
See Planning Division fees: [CLICK HERE FOR FEE SCHEDULE](#)  
Or find fee schedule here: [www.ci.seatac.wa.us/feeschedule](http://www.ci.seatac.wa.us/feeschedule)
2. Please submit all of the items listed on attached checklist.

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW36.70A.440.***

### **PROCEDURE**

1. It will take approximately four (4) months from the date of filing a complete application for the public hearing to be held. This time frame may take longer if additional information is requested.
2. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete.
3. A “Notice of Application” will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code (SMC). An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. The City Council will set a date for a public hearing and you will be notified at least 14 days in advance. A staff recommendation will be sent to you at least 14 days in advance of the public hearing.
5. Following the public hearing, the City Council will make the final decision on the preliminary PUD. A “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all persons of record.
6. Once the City Council has approved your Preliminary Planned Unit Development, you have three (3) years to file a Final PUD application with the City.

## **PLANNED UNIT DEVELOPMENT APPLICATION**

**File No.** \_\_\_\_\_ **Parcel No.** \_\_\_\_\_

**1. BUSINESS NAME:** \_\_\_\_\_

**2. APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Status (Owner, lessee, agent etc.): \_\_\_\_\_

**3. DESIGNATED CONTACT PERSON (THE PERSON WHO WILL RECEIVE AND DISSEMINATE ALL CORRESPONDENCE FROM THE CITY)**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Alt. Phone \_\_\_\_\_

**4. PROPERTY OWNERS**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

*(If more than one owner, attach additional sheet with names, addresses, contact information and signatures.)*

**5. PROPERTY**

Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Size (SQ.FT.) \_\_\_\_\_ Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. EXISTING USE OF THE PROPERTY: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**7. PROPOSED USE OF THE PROPERTY: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. CHANGES TO BE MADE TO THE PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**  
*(Please Print Name after Signature)*

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Property Owner's Signature**  
*(Please Print Name after Signature)*

**Date:** \_\_\_\_\_





## City of SeaTac Fire Services Requirements

The following conditions are required by the Fire Department for Short Plats (4 lots or less). *Effective January, 2003, requirements may change without notice; please call the Fire Prevention Bureau at 206-973-4500 to confirm and/or for specific requirements relative to short plats.*

### 1. ACCESS ROADS

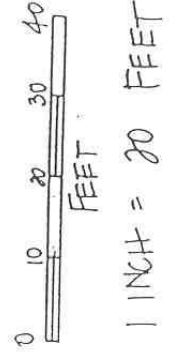
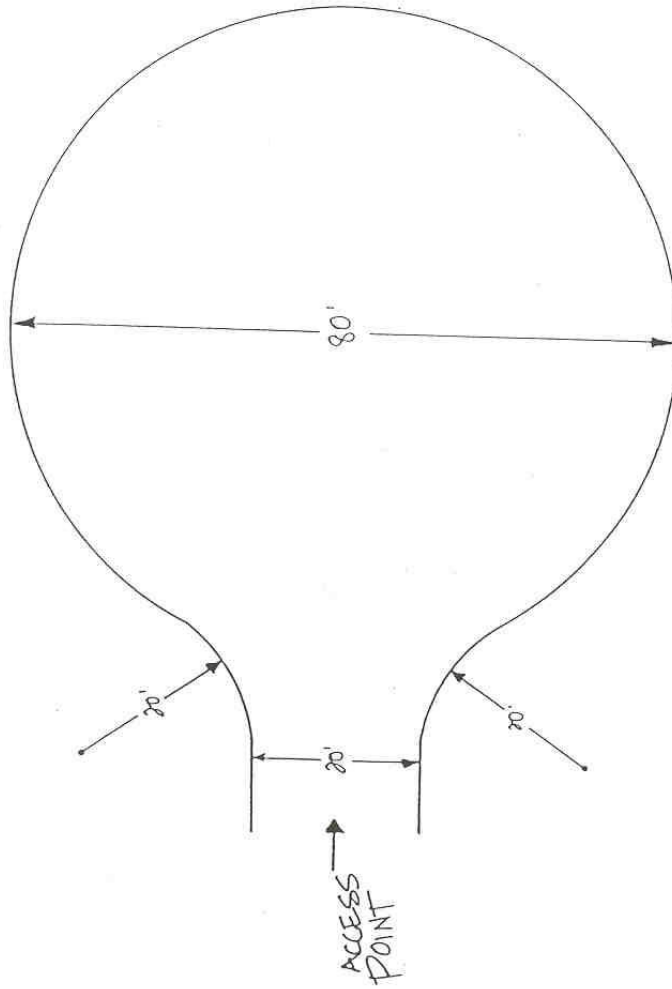
- a. WIDTH: The unobstructed width of the roadway shall not be less than 20 feet.
- b. VERTICAL CLEARANCE: The unobstructed overhead clearance shall not be less than 13 feet 6 inches.
- c. SURFACE: The surface must be an all-weather material (e.g., pavement or concrete) capable of supporting the imposed loads of fire apparatus.
- d. TURNS: The minimum turning radius shall be 20 feet inside and 40 feet outside.
- e. TURNAROUNDS: All dead-end access roads between 150 and 300 feet in length shall have a minimum 35-foot hammerhead turnaround or a minimum 80-foot diameter cul-de-sac. Dead-end access roads over 300 feet in length must have a cul-de-sac.
- f. GRADE: The access road shall have a maximum grade of fifteen percent and maximum grade breaks of eight percent with smooth curves at grade transitions.
- g. SIGNS: All hammerhead turnarounds shall be posted NO PARKING-FIRE LANE. When required, the access road shall be posted in accord with SMC Chapter 13.16.
- h. BRIDGES: Bridges shall be designed by a licensed professional engineer and constructed by a qualified contractor under the supervision of the design engineer or other qualified professional engineer.

### 2. FIRE FLOW

- a. All lots must have a fire hydrant located within 350 feet actual vehicular travel distance.
- b. All fire hydrants meeting condition 2(a) above must flow a minimum of 1,000 GPM at 20 psi residual pressure. A certificate of water availability from the local water purveyor shall be provided.

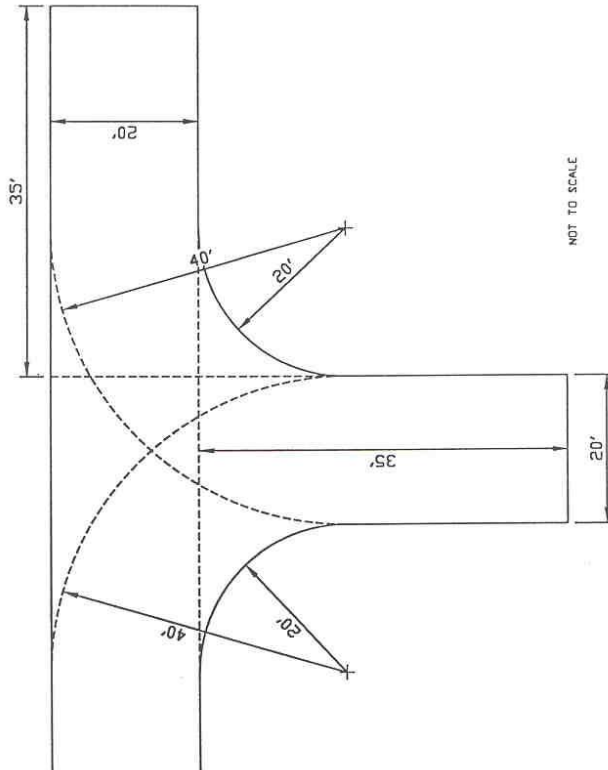
3. The Fire Chief may grant a variance and may accept alternate materials and/or methods if there is no reasonable way to meet any of the above requirements.


CUL-DE-SAC



\* Measurements do not include  
Curb / sidewalk.





FIRE DEPARTMENT ACCESS HAMMERHEAD TURN DETAIL	
K:\ENGR\CADD\DETAILS\FTURN.DWG	
CHECKED: DLH	DATE: 7/29/94
DRAWN: MLL	
REV.:	
 Public Works Department Bruce Royburn, P.E., Director 19215 - 28th Avenue South, Seattle, Wa 98188 Telephone: (206) 875-9275	

# PRELIMINARY PLANNED UNIT DEVELOPMENT APPLICATION REVIEW CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application review.** If you have any questions, contact the Department of Community and Economic Development at 206-973-4750.

***RETURN COMPLETED CHECKLISTS PART I AND PART II WITH  
YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.***

*For Office Use Only*

**Date Submitted:**

**Date of Pre-App Meeting:**

**Part I – Application Submittal**

	<u>Applicant</u>	<u>Staff</u>
1. <b>Five (5)</b> copies of all documents (Application, Water and Sewer Certificates, paper copies of the plat plan, etc.)		
2. Application form filled in and original with four (4) copies submitted.	_____	_____
3. <b>Legal Description</b> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.		

	<u>Applicant</u>	<u>Staff</u>
4. An <b><i>Environmental Checklist</i></b> filled in with all questions answered, signed, and an original with four (4) copies submitted.	_____	_____
5. <b><i>Title Report (dated within last 90 days)</i></b> including all easements and deed restrictions. [5 Copies]	_____	_____
6. The DRC comment sheets, five (5) copies.	_____	_____
7. A <b><i>letter of service availability</i></b> from the appropriate Water District.	_____	_____
8. A <b><i>letter of service availability</i></b> from the appropriate Sewer District or a letter of pre-approval from the King County Health Department.	_____	_____
9. Lot closure calculations. (5 copies)	_____	_____
10. One paper reduction of each oversized plan to a 8 ½” x 11”.	_____	_____
11. <b><u>All</u></b> oversized plans <b><u>folded</u></b> to 8 1/2 “ x 11” size. <b><i>Please do not bring plans that are rolled up.</i></b>	_____	_____
12.. One paper reduction of each oversized plan to 8 1/2” x 11” size.	_____	_____
13. County Assessor’s Map/s showing a 1000’ foot radius around the edges of the subject property ( <b><i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i></b> )	_____	_____
14. A minimum of two (2) sets of stamped, legal sized envelopes addressed to each property owner within 1,000 feet of the subject property, with the return address for the City of SeaTac, Dept. of Community & Economic Development, 4800 South 188 <sup>th</sup> Street SeaTac WA 98188-8605 A return address stamp is available for your use. (NO METERED MAIL)	_____	_____
15. A photocopy or printout of names and addresses. Please make an 8 1/2” x 11” copy of the address labels before placing on the envelopes.	_____	_____

	<u>Applicant</u>	<u>Staff</u>
16. Planned Unit Development Fees paid.	_____	_____
17. The original receipts for the cost of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 0 and 500 feet and between 500 and 1000 feet. The City will reimburse the applicant/property owner for the cost of notification for notifying all property owners between 500 and 1000 feet.	_____	_____
18. <u><i>(Five (5) completed Part II site plan checklist copies must be submitted.)</i></u>	_____	_____

***(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND FIVE (5) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).***

**Part II - Site Plan Requirements**

18. A Site, Landscape and Lighting plan drawn to scale (1 in. = 20, 30, or 40 ft.) showing the following:

	<u>Engineer</u>	<u>Staff</u>
a. Dimensions and shape of lot with adjacent street names.	_____	_____
b. The location and dimensions of existing and proposed buildings (Engineering Scale Only) including the building height of proposed buildings.	_____	_____
c. Circulation: Adjacent street improvements, ingress, and egress, parking layout (showing the number of stalls and stall sizes and compact to standard ratios).	_____	_____
d. Required landscaping (species, number, size) with planting details, notes and distance apart. List on the plan landscape “Type” standards (SMC 15.24.030), General Requirements (SMC 15.14.040) and the following note: <i>“The determination of compliance with the landscape requirements under Chapter 15.14 SMC shall be determined based on the site inspections of the installed landscaping. Approval of a Building Permit shall not constitute approval of the Landscape Plan and shall not imply approval of the landscape materials installed until such time as the landscape inspections are completed determining that all landscaping is installed to City requirements.</i>	_____	_____
<b><i>An “Irrigation Plan” shall also be submitted;</i></b>	_____	_____

	<u>Engineer</u>	<u>Staff</u>
e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features.	_____	_____
f. All existing trees over 8” in diameter by species and trunk diameter for trees to be saved.	_____	_____
<b><i>A “Significant Tree” Plan shall be submitted;</i></b>	_____	_____
g. The gross floor area and parking calculations (Cite Applicable City Code).	_____	_____
h. Existing and finished grades at 5 ft. contours.	_____	_____
i. Storm drainage, sidewalks, exterior lighting.	_____	_____
j. The location of any recreation (open space) with dimensions.	_____	_____
k. Proposed public dedication/open space.	_____	_____
19. Building elevations of the proposal showing two facades at 1”=10, 1”=20, 1”=50, 1”=100’ or 1”=200’ (Engineering Scale Only)	_____	_____
20. Drawing and/or text describing the scale, bulk and architectural character of the proposed structure/s.	_____	_____
21. A Text describing conditions or features which cannot be adequately displayed on maps or drawings.	_____	_____
22. A description of plans for covenants, uses and continuous maintenance provisions for the project.	_____	_____
23. Proposed phasing.	_____	_____
24. Vehicular and pedestrian circulation and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.	_____	_____
25. A “Lighting Plan” for the site and parking area shall Be submitted complying with SMC Chapter 17 (CPTED) standards.	_____	_____

## INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

***\*Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

### **OBTAINING LABELS FROM CITY OF SEATAC:**

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. The Permit Center will contact you when your labels are ready, after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25<sup>th</sup>, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

### **REMINDER:**

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

### **RETURN ADDRESS:**

City of SeaTac  
Dept. of Community and Economic Development  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-4236

**City of SeaTac Address Label Request Form**

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Applicant's  
Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Land Use Project (i.e., Short Plat, SEPA,  
etc.): \_\_\_\_\_

Project Address: \_\_\_\_\_

File Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

***For Internal Use Only:***

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Cost: \_\_\_\_\_ Date Paid: \_\_\_\_\_

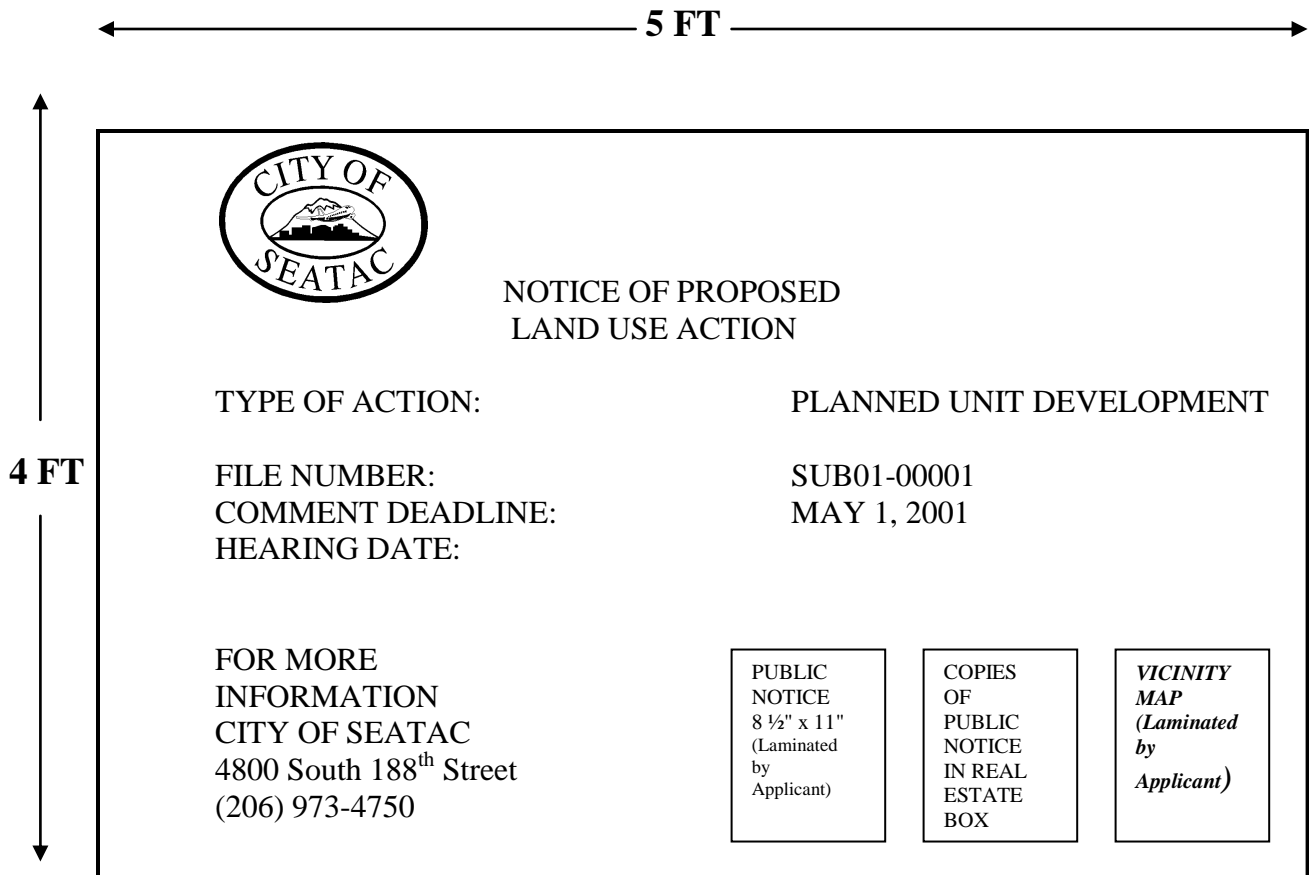
**GIS PRODUCTS AND SERVICES – 001.341.70.00.002**



## NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



## NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

