

Application Packet Type IV-C

Final PUD



City of Sultan

COMMUNITY DEVELOPMENT DEPARTMENT
319 Main St. Sultan, WA 98294
Phone (360) 793-2231 Fax (360) 793-3344

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FINAL PLANNED UNIT DEVELOPMENT - FREQUENTLY ASKED QUESTIONS

What is a final planned unit development? A final PUD application is the last step in creation of a planned unit development. It creates the official documents that are approved by the city council and submitted with the Snohomish County Auditor's Office for official recording.

It is a Type IV permit in the city. This permit type requires the notice of application and needs approval by the city council.

What is the purpose of a final planned unit development? The purpose of the final PUD application process allows all agencies that commented on the project in the preliminary plat stage to see if all requirements have been met by the applicant. It also requires the applicant to present all information required in the preliminary stages in a finalized form. Once the process has been completed, the plat is officially filed with the Snohomish County Auditor and the City.

What are the criteria for granting approval for a final planned unit development?

- A. Complies with the comprehensive plan goals;
- B. Complies with the zoning code requirements;
- C. Follows the municipal code requirements for a final plat; and
- D. Has adequate access, design or other public safety and interest standards.

What is the process for approval for a final planned unit development?

1. First, the applicant needs submit all required information as listed in this checklist to the City.
2. All city departments who reviewed and commented on the preliminary PUD will then examine the final PUD for compliance with the provisions of the land development code.
3. If the final PUD is found to be in correct form, and the matters shown thereon are sufficient, the city planner will obtain the signature of the city engineer on the mylar of the PUD map, and will schedule final consideration of the PUD map before the city council.
4. The city then will post the notice of the final PUD application at City Hall, the post office and place a legal notice in the city newspaper. The City may also place the notice of application on the city's web page and on the local public access channel.
5. Each PUD submitted for final approval of the city council must be accompanied recommendations from the local health district (or other agency furnishing sewage disposal or supplying water), the city planner, department of public works, and other relevant federal, state or local agencies.
6. If the city council finds that the final PUD has been is in compliance will all provisions set forth, it will adopt a resolution, which incorporates its findings and conclusions, approving the final PUD and require the mayor and the majority of the city council members present at the meeting to sign the final PUD. Dedications are accepted at this point as well.
7. The final PUD is then returned to the applicant for filing with the county auditor. It must be filed within 30 days from the date of approval by the council.

Can the approval for the final planned unit development expire? Yes. If no construction has begun within 24 months from the approval and recording of the final PUD, it will expire. This means that the PUD overlay zone, which was created during the process, on the official zoning map will be removed. The applicant is eligible for two extensions of 12 months each to commence the construction. Each request for a time extension shall be accompanied by a nonrefundable fee as set forth in the fee schedule to cover the costs of processing the request. The city council may impose conditions on any extension request to implement the current development regulations and related requirements in effect at that time.

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FINAL PLANNED UNIT DEVELOPMENT - FREQUENTLY ASKED QUESTIONS (CONTINUED)

What happens if the final planned unit development is denied by the city council? The applicant, within 21 days, may file an appeal with the Snohomish County Superior Court. The appeal must follow guidelines and regulations as stated in the Land Use Petition Act (36.70C RCW), as well as local rules for the Snohomish County Superior Court.

What are the contents of this application packet?

- I. Frequently Asked Questions
- II. Submittal Checklist
- III. Type IV Permit Application
- IV. Property Owner and Applicant Declaration

Can I submit electronic copies of application materials? No. All materials that are turned in with the final plat are to be on paper or mylar.

Note: The information contain in this packet is to act only as a guideline for applicants. Please refer to the Sultan Municipal Code for exact code requirements, standards and wordings.

Additional Questions: If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant. For a reading of the zoning code and PUD regulations, see 16.10 SMC and 16.12 SMC.



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Date Stamp Area

Staff Initials: _____

FINAL PLANNED UNIT DEVELOPMENT – SUBMITTAL CHECKLIST

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

APPLICATION REQUIREMENTS

1. Type IV Permit Application Form.

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Completed and Signed Application.

2. Final Plat. One Mylar and five copies 18” x 24” maps drawn to scale showing the **final planned unit development** on the property along with the following items (must be prepared by a certified land surveyor):

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	One final plat on stable base polyester film (Mylar).
<input type="checkbox"/>	<input type="checkbox"/>	Five copies of the final plat.
		<u>Format:</u>
<input type="checkbox"/>	<input type="checkbox"/>	Scale (must be 1” to 100’, 1” to 50’, or 1” to 20’).
<input type="checkbox"/>	<input type="checkbox"/>	Size (18” tall by 24” wide).
<input type="checkbox"/>	<input type="checkbox"/>	Plat title and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Marginal line around entire sheet (2” margins on left side and 1” around other sides).
<input type="checkbox"/>	<input type="checkbox"/>	If more than two sheets are required to show entire plat, include an index of the entire subdivision showing the placement of each sheet.
<input type="checkbox"/>	<input type="checkbox"/>	All signatures written in permanent black ink.

Required Information:

<input type="checkbox"/>	<input type="checkbox"/>	Full and complete legal description of final plat.
<input type="checkbox"/>	<input type="checkbox"/>	Locations and names (no abbreviations) of streets, public areas, and easements.
<input type="checkbox"/>	<input type="checkbox"/>	Length and bearing of all straight lines, radii, arcs and semi-tangential curves.
<input type="checkbox"/>	<input type="checkbox"/>	Centerline data, widths and sidelines of all streets, easements, and right-of-way (include bearings and distance).
<input type="checkbox"/>	<input type="checkbox"/>	All dimensions along the lines of each lot (in feet rounded to nearest hundredth).
<input type="checkbox"/>	<input type="checkbox"/>	Easements for storm drains, sewers and other purposes (marked by broken lines).
<input type="checkbox"/>	<input type="checkbox"/>	All easements clearly labeled and identified (if already of public record, give proper reference).
<input type="checkbox"/>	<input type="checkbox"/>	Contiguous plats by name, or if unplatted, note “unplatted”.
<input type="checkbox"/>	<input type="checkbox"/>	City or county boundaries (if crossing or adjoining the subdivision).
<input type="checkbox"/>	<input type="checkbox"/>	Numbered lots, which are sequentially numbered and indicate area (square feet or acres).
<input type="checkbox"/>	<input type="checkbox"/>	If more than one sheet is used, all lots are shown in their entirety on at least one sheet.
<input type="checkbox"/>	<input type="checkbox"/>	Clearly show any stakes, monuments or other evidence found on the ground which was used as ties to establish the boundaries of the tract.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all permanent monuments.

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FINAL PLANNED UNIT DEVELOPMENT – SUBMITTAL CHECKLIST (CONTINUED)

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Accurate outlines and designations areas to be dedicated, reserved for public use, or the common use of all property owners.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>All required dedications, endorsements, covenants, affidavits and certificates will be shown on the face of the final plat.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Show and label section(s) involved and show the township and range.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>If necessary, include specific wording from the preliminary plat approval.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>If subdivision close to or next to a water body (river, lake, stream, ect.), all monuments are to be located reasonably above high-water mark to ensure against damage and destruction by flooding or erosion.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>If duplexes are proposed, the lot(s) which may be developed with a duplex structure must be identified.</i> |

3. Additional Materials.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All materials that were required and submitted during the approval of the preliminary PUD application must be in a detailed and finalized form. |

4. Fees.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Fees paid (see current Fee Schedule). |



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TYPE IV PERMIT APPLICATION

Application for: Check all that apply

Final Subdivision

Final Planned Unit Development

Final Binding Site Plan

Site Specific Rezone

Note: Staff can assist you in determining which permits are needed for your project.

Applicant:

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Contact (if other than applicant):

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Property Owner (if other than applicant):

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Project and Property Information:

Tax Parcel Number(s): _____

Property Address or general location (if no address): _____

Acres/Square Feet: _____

Project Zoning (check one): LMD MD HD HOD ED UC P/I

Is property served by City water service? Yes No

Is property served by City sewer system? Yes No

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TYPE IV PERMIT APPLICATION (CONTINUED)

Project Description: _____

Date of pre-application (if applicable): _____

Complete and attach submittal checklist(s) for each application being applied for.

For the applicant:

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: _____ Date: _____

For the property owner:

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: _____ Date: _____

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PROPERTY OWNER AND APPLICANT DECLARATION

The applicant (can be the property owner) makes the following statement based upon personal knowledge:

1. I am the current owner of the property or have the permission from the current owner of the property to submit this application for the subject property.
2. The application is being submitted with my knowledge and consent.
3. All statements contained in this application are true and correct to the best of my (our) knowledge.
4. I understand that all conditions of application approval must be completed.

I declare under penalty of perjury under the laws of the State of Washington and the United States of America, that the foregoing statement is true and correct.

Applicant – Print Name

Phone Number

Applicant – Signature

Date

The property owner makes the following statement based upon personal knowledge:

1. I am the current owner of the property, which is the subject of this application including all right-of-way; easements; or other property ownership's which are necessary to fulfill the requirements of this application
2. The application is being submitted with my knowledge and consent.
3. I authorize the above applicant to represent me in the application process for this specific application.

I declare under penalty of perjury under the laws of the State of Washington and the United States of America, that the foregoing statement is true and correct.

Tax Parcel Number(s)

Physical Address/Location

Owner – Print Name

Phone Number

Address

City, State, Zip Code

Owner – Signature

Date