

SUBMITTAL REQUIREMENTS FOR USE PROCESS III OR PROCESS IV

USE PROCESS III (PROJECT APPROVAL)

WHEN USE PROCESS III IS USED

Reference to Use Process III is found in several places in the *Federal Way Revised Code* (FWRC), stating that certain developments, activities, or uses are permitted only with a Use Process III approval. In addition, major improvements to developed sites, as defined by FWRC 19.15.030(3), are also subject to a Use Process III application.

WHO MAKES THE DECISION

The Community Development Director issues the decision based on review and analysis of decisional criteria, the official file, and written public comment.

APPEALS

The City of Federal Way Hearing Examiner decides appeals of Use Process III decisions after a public hearing.

USE PROCESS IV (HEARING EXAMINER APPROVAL)

WHEN USE PROCESS IV IS USED

Reference to Process IV is found in several places in the FWRC, indicating that certain developments, activities, or uses are permitted only if approved using Use Process IV. Use Process IV requires a public hearing and final decision by the city's Hearing Examiner.

WHO MAKES THE DECISION

The city's Hearing Examiner makes Process IV decisions following a public hearing.

APPEALS

Appeals of Use Process IV decisions are heard and decided on by the King County Superior Court.

HOW TO APPLY

- Applicants are encouraged to schedule a **preapplication conference** prior to submitting an application for Use Process III or Use Process IV. A preapplication conference is required if the project is subject to SEPA review. Please contact a Development Specialist for submittal requirements and forms.
- This form is to be used as a guide in determining what constitutes a complete application.
- All checked items must be submitted to constitute a complete application.
- Applicant will be notified of a complete application within 28 days of submittal.
- A complete application does not imply compliance or conformance with applicable codes.
- Additional fees may be required for consultant review of critical areas.

SUBMITTAL REQUIREMENTS FOR USE PROCESS III OR IV

Project Name: _____

Project Description: _____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use application, with owner's signature
<input type="checkbox"/>	<input type="checkbox"/>	Application fees, including SEPA fees as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Concurrency application (with appropriate fees)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of summary letter and checklist from Preapplication Conference
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of current title report for subject property
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of current letters of water and sewer availability (only required for vacant property)
<input type="checkbox"/>	<input type="checkbox"/>	Eight copies of site photographs from each compass point (north, east, south, & west) referenced on the site plan
<input type="checkbox"/>	<input type="checkbox"/>	Eight copies of the completed, signed, and dated SEPA checklist
<input type="checkbox"/>	<input type="checkbox"/>	<p>Eight complete sets of required drawings, folded to 9 x 12 inches.</p> <ul style="list-style-type: none"> • Minimum plan sheet size shall be 24 x 36 inches. • Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet. • Minimum scale is 1 to 20, unless otherwise authorized. • All information is to be legible. • Plans shall be prepared by a certified professional (licensed in the state of Washington) unless otherwise authorized. • If the development proposal has a value of \$75,000 or greater, the site survey, site plan, preliminary drainage, grading, right-of-way plans, and building elevation plans shall be prepared by a certified professional licensed in the state of Washington. The survey shall be prepared by a certified land surveyor; and the site plan, drainage, grading, right-of-way plans, and building elevations by a certified architect or engineer. Regardless of the value of the development, landscape plans must be prepared by a Washington State licensed landscape architect.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Topographic Survey</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • North arrow and bar scale • Site area • Property lines, utilities, easements, sidewalks, street edges, existing structures, parking, and site improvements (i.e. drainage systems with pipe sizes, invert and rim elevations, etc) • Structures and driveways within 150 feet of subject site (on both sides of street) • Minimum two-foot contours for slopes less than 15 percent and five-foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD • Delineate slopes greater than 40 percent grade on or within 25 feet of the site • Delineate streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of the site per <i>Federal Way Revised Code (FWRC) Chapter 14.30, "Critical Areas"</i> • Identify trees as defined by FWRC 19.05.200
<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name and phone number of owner/agent • Name, phone number, and license stamp of preparer • North arrow and bar scale • Vicinity map • Site area • Total parking stall count • Total gross floor area of all proposed floors or levels • Location and dimensions of existing and proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls • Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per FWRC Chapter 14.30, "Critical Areas" • Location of stands of trees as defined by FWRC 19.05.200 • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants • Structures and driveways within 150 feet of subject site (on both sides of street) • <i>International Building Code (IBC)</i> construction type and occupancy classification • Location and square footage calculations of any on-site pedestrian areas (i.e., plazas, courtyards) or open space areas • Indicate any proposed phasing with proposed timelines for full completion. • Show location and calculate acreage precluded from development due to the presence of critical areas, including: wetlands, streams, steep slopes, and other features (along with buffers), broken out by category, covered by critical areas regulations. • Show location and calculate acreage dedicated for public rights-of-way (for both newly created streets and expansions of existing streets), as well as private tracts, alleys, and ingress/egress and utilities easement broken out by category. • Show location and calculate acreage of tracts (or other areas) dedicated or set aside for retention/detention/drainage facilities, open space, or other on-site public facilities, broken out by category. • Provide net site area, which is gross area minus critical areas, rights-of-way, private open space, and public purpose lands.¹

¹ *Public purpose lands* mean acreage of tracts (or other areas) dedicated for retention/detention/drainage facilities, open space and parks, or other on-site public facilities.

Required **Submitted**

<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Drainage, Grading, and Right-of-Way Plan
		<ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • North arrow and bar scale • Preliminary storm drainage system in accordance with the <i>King County Surface Water Design Manual</i> (KCSWDM), as amended by Federal Way • Preliminary grading plan with finished contours; minimum two foot contours for slopes less than 15 percent and five foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29 • Preliminary right-of-way improvement plan, as required by the Public Works Dept • Approximate cut & fill quantities of site earthwork • Total existing and proposed impervious surface area • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants

<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plan
		<ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • North arrow and bar scale • Specific location, type, size, and number of trees to remain and to be removed • Plant schedule with the scientific name, common name, size, spacing, and quantity of each • Specific location and square footage calculations of drought tolerant landscaping (document that a minimum 25 percent is provided per FWRC 19.125.040[6]) • Irrigation plan for lawn areas • Specific location, square footage calculations, and total square footage of each parking lot landscape island per FWRC 19.125.070(2)(a) • Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment • Building wall area landscaping per FWRC 19.125.040 • Specific location of street trees in the right-of-way • Identify perimeter landscape type as I, II, or III

<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations/Design Intent
		<ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s) • Name, phone number, and license stamp of preparer • Bar scale • Statement of architectural design intent, finish materials, and colors • Front, rear, and side (labeled as north, south, east, and west) building elevations of proposed structures • Exterior wall openings • Exterior materials and colors board • Garbage/recycling facility screen details • Roof-top and ground based mechanical equipment screen details • Building height calculation • Narrative summary of how project complies with applicable design guidelines (FWRC Chapter 19.115, "Community Design Guidelines")

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<p data-bbox="467 262 787 296">Clearing & Grading Plan</p> <ul data-bbox="467 317 1404 1005" style="list-style-type: none"> • Project name, plan date, and/or revision date(s). • Name, phone number, and license stamp of preparer. • North arrow and bar scale. • Identification of existing slope depicting: areas with 0% to 15% slope; areas with 15% to 40% slope; and areas of 40% or greater slope. • Proposed grades. • Location of all existing and/or proposed structures, driveways, right-of- way improvements, utilities, and easements on the subject property. • Designation of all wetlands, streams, and other critical areas that are on or within 300 feet of any area proposed to be disturbed by the proposed clearing and/or grading action. • Areas proposed for clearing and the proposed use for such areas. • Any proposed grade changes that adversely affect or endanger trees on the property and/or adjacent properties, and specifications to maintain them. • A minimum of two cross sections of the site, drawn to scale, depicting the existing and proposed grade and any proposed rockeries and/or retaining walls. The director may also require a three dimensional topographic model of existing and proposed topographic conditions. • Location and description of proposed erosion control devices and structures. • When required, a geotechnical report prepared by a geotechnical engineer that contains sufficient information to determine the potential impacts of the proposed clearing and grading, as well as measures to reduce or eliminate these impacts.
<input type="checkbox"/>	<input type="checkbox"/>	<p data-bbox="467 1039 857 1073">Tree/Vegetation Retention Plan</p> <ul data-bbox="467 1094 1414 1669" style="list-style-type: none"> • Project name, plan date, and/or revision date(s). • Name, phone number, and license stamp of preparer, who shall be a certified arborist or a certified landscape architect. • North arrow and bar scale. • Statement outlining the purposes of any proposed tree removal (e.g., building construction, street or roadway, driveway, recreation area, patio, or parking lot), together with a proposed timetable for when this work will occur. • A tree survey that identifies the location, approximate size, species, and number of trees on this site and also identifies the general location of trees within 50 feet of the site. Tree survey samples may only be used at the discretion of the director. • A depiction of the spatial limits for tree/vegetation retention areas and details of tree/vegetation protection measures. • A depiction of any new vegetated areas to be established. • The manner in which the cleared areas on the property will be reclaimed with vegetation, specification or any required mitigation plantings, and a timetable for replanting. • Approved tree/vegetation retention plan shall be incorporated into the clearing and grading drawings for final construction documentation.

Required	Submitted	Special Studies and Additional Information (four copies required)
<input type="checkbox"/>	<input type="checkbox"/>	Level One Downstream storm drainage analysis as described in the KCSWDM, as amended by Federal Way
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary technical information report addressing relevance of the 8 Core and 5 Special Requirements of the KCSWDM
<input type="checkbox"/>	<input type="checkbox"/>	Trip generation analysis prepared by an engineer licensed in State of Washington
<input type="checkbox"/>	<input type="checkbox"/>	Traffic impact analysis prepared by an engineer licensed in State of Washington
<input type="checkbox"/>	<input type="checkbox"/>	Parking study
<input type="checkbox"/>	<input type="checkbox"/>	Noise study
<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Report w/supplemental: <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Wetland delineation <input type="checkbox"/> Stream delineation <input type="checkbox"/> Wetland mitigation plan <input type="checkbox"/> Wetland buffer enhancement plan <input type="checkbox"/> Stream buffer enhancement plan
<input type="checkbox"/>	<input type="checkbox"/>	Critical Aquifer Recharge Area – Hazardous Materials Inventory Statement
<input type="checkbox"/>	<input type="checkbox"/>	Other information relating to design and siting of proposed development (including site cross sections)
<input type="checkbox"/>	<input type="checkbox"/>	Specific information to determine compliance with city goals, policies, and regulations
		Public Notice Requirements
<input type="checkbox"/>	<input type="checkbox"/>	PROCESS III – For applications that are located within, or are 300 feet from, properties zoned SE, RS, or RM, provide one set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	PROCESS IV – Provide two sets of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	SEPA – In addition to <i>Process III or IV</i> envelopes, provide one set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
		IMPORTANT – Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes. In addition, you are highly encouraged to use the <i>Forever</i> stamps.