



SUBMITTAL REQUIREMENTS

PROCESS TYPE I APPLICATIONS

WHEN PROCESS TYPE I IS USED

References to Process Type I applications are found in several places in the Milton Municipal Code (MMC), indicating that the development, activity, or use, is permitted only with Type I Process approval. The following land use permits require Process Type I approval:

- Enforcement Action (MMC Titles 5-18)
- Engineering and Utilities (MMC Titles 12, 13 and 16)
- Clear and Grade Permit (MMC 13.26)
- Storm Water Drainage Permit (MMC 13.26)
- Building Permit (MMC Title 15)
- Boundary Line Revision (MMC 16.29)
- Sign Permits (MMC 17.50)
- Temporary Use (MMC 17.56)
- Critical Areas or Exemption (MMC 18.16)
- Final Short Plat (MMC 16.28)

HOW TO APPLY

- This form is to be used by an applicant as a guide in determining what constitutes a complete application.
- All 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 application materials.

NOTIFICATION

No notification is required for Type I applications.

WHO MAKES THE DECISION

The land use administrator is the decision-maker for Process Type I applications. The land use administrator shall approve a project, or approve with modifications if the applicant has demonstrated the proposal complies with the applicable decision criteria of the Milton Municipal Code and all applicable development standards. The land use administrator issues the decision based on review and analysis of decisional criteria and the official file including application materials, any requests for revisions, and any associated correspondence.

APPEALS

There is no administrative appeal for decisions on Process Type I applications. A final city decision on a permit application for a Process Type I decision may be appealed to superior court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW.

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PROJECT NAME: _____

PROJECT DESCRIPTION: _____

APPLICANT/AGENT: _____

PROPERTY LOCATION: _____

Required	Submitted	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed Master Application form, with notarized owner and agent signatures (Only for Engineering and Utilities, Final Short Plat, or Boundary Line Revision)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of ownership (deed or contract to purchase)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of current title report or plat certificate for the subject property (updated within 60 days – only for Boundary Line Revision)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal description (including tax parcel numbers – only for Final Short Plat or Boundary Line Revision)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed, signed and dated State Environmental Policy Act (SEPA) checklist (when applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prior Decisions/Permits Relevant to This Application (only for Clear and Grade, Engineering and Utilities, or Final Short Plat)

REQUIRED DRAWINGS AND PLANS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>FIVE complete sets of all required drawings and plans and a CD with electronic versions.</p> <ul style="list-style-type: none"> • Minimum plan sheet size shall be 18 x 24 inches. • Plans shall be folded to 9 x 12 inches. • Minimum scale is 1" = 20' unless otherwise authorized. • Plans shall be prepared by a certified professional engineer, surveyor or landscape architect (licensed in the state of Washington) unless otherwise authorized.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey (only for Clear and Grade, Engineering and Utilities, or Final Short Plat)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Proposed Site Plan (only for Sign or Temporary Use)</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.

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			<ul style="list-style-type: none"> 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 MMC Chapter 18.16, "Critical Areas". 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). International Building Code (IBC) 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil Engineering Plans (only for Clear and Grade or Engineering and Utilities) <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. Civil utilities plan per the development guidelines and public works standards. Grading plan for any project proposing a finished grade change greater than 24 inches from existing grade. Location and log of soil test holes. Location of existing structures, utilities, watercourses, drainage ditches, culverts and streets. Location and material description of all proposed connections to utility systems including sanitary sewers, storm facilities, water, electric, gas, cable television, fiber optic conduits, telephone lines and solid waste. Location, structural calculations and details of existing and proposed walls and fences. Street and access drive section plan and turning radii per the public works development standards. Fire access turn-around section and details per the public works development standards. 	

SPECIAL STUDIES AND ADDITIONAL INFORMATION

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Specific Critical Area Maps and Delineation Reports (only for Boundary Line Revision)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional Information Requested by City
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FINAL PLANS AND RECORDING DOCUMENTS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot Closure Calculations for Existing and Proposed Lots (only for Final Short Plat or Boundary Line Revision)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Site Plan or Plat Map Sets (only for Engineering and Utilities, Final Short Plat or Boundary Line Revision)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposed Covenants for Maintenance (only for Final Short Plat)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Installation and Maintenance Agreements with Sureties (only for Final Short Plat)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mylar for Recording Approved Project (only for Final Short Plat or Boundary Line Revision)

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