



SUBMITTAL REQUIREMENTS

PROCESS TYPE IV APPLICATIONS

WHEN PROCESS TYPE IV IS USED

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

- Preliminary Subdivision (MMC 16.21)
- Binding Site Plan (MMC 16.30)
- Major Wireless Communication Facility (MMC 17.58)
- Mobile Home Park (MMC 17.60)
- Major Site Plan Approval (MMC 17.62)
- Conditional Use Permit (MMC 17.64)
- Variance (MMC 17.65)
- Shoreline Permit (MMC 18.12)
- Reasonable Use Exception (MMC 17.65 and MMC 18.16)
- Revocation of Decision

HOW TO APPLY

- Applicants may schedule a preapplication conference prior to submitting an application. A preapplication conference is not required, but is highly encouraged so that fundamental errors may be avoided by the applicant.
- 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

Notice of application is required for Type IV applications, and will be distributed by the planning and community development department by mail to the applicant and any owners of property within 500 feet of the project site. A neighborhood meeting is also required for all Process Type IV proposals. The department of planning and community development will set a date for the neighborhood meeting.

WHO MAKES THE DECISION

The hearing examiner is the decision-maker for a Process Type IV application. The hearing examiner 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 City of Milton Hearing Examiner issues the decision based on review and analysis of decisional criteria, the official file, and written public comment.

APPEALS

Administrative appeals filed on Process Type IV decisions are heard by the city council in a closed record hearing. A final city decision on a land use permit or zoning (MMC Title 17) application for a Process Type IV 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fees, including SEPA fees as applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of summary letter from pre-application conference (if applicable)
<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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal description (including tax parcel numbers)
<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"/>	Certificates of power, water and sewer availability (only required for vacant property)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing Covenants (only for Preliminary Subdivision, Binding Site Plan, and Mobile Home Park)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prior Decisions/Permits Relevant to This Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on the Surrounding Area <ul style="list-style-type: none"> • Zoning • Land Use

REQUIRED DRAWINGS AND PLANS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>THREE complete sets of all required drawings and plans and 1 set on a flash drive (or link to cloud service).</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 and stapled. • 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.
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PROCESS TYPE IV APPLICATIONS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Survey (only for Preliminary Subdivision, Binding Site Plan, Mobile Home Park, or Major Site Plan Approval)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Proposed Site Plan – 3 copies</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 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"/>	<p>Proposed Stormwater Plan (Only for Preliminary Subdivision, Binding Site Plan, Major Wireless Facility, Mobile Home Park, Site Plan Approval)</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 • Preliminary storm drainage system in accordance with the 2012 Department of Ecology Stormwater Management Manual for Western Washington (with 2014 updates) • Total existing and proposed impervious surface area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Civil Engineering Plans (Recommend concurrent submittal with all development applications)</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s).

SUBMITTAL REQUIREMENTS

PROCESS TYPE IV APPLICATIONS

			<ul style="list-style-type: none"> • 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. • Storm water drainage and TESC plan (Chapter 13.26 MMC). • 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>Proposed Landscape Plan (only for Preliminary Subdivision, Binding Site Plan, Major Wireless Facility, Site Plan Approval, and Conditional Use)</p> <ul style="list-style-type: none"> • Project name, plan date, and/or revision date(s). • Name, phone number, and license stamp of preparer. <ul style="list-style-type: none"> ○ The landscape plan shall be prepared by a Washington State registered landscape architect, a nursery professional certified pursuant to the Washington Certified Nursery Professional program, or a Washington State certified landscape technician, except that planting plans for street tree requirements and canopy tree requirements for properties abutting vacant land may be prepared by the applicant. ○ The irrigation plan shall be prepared by a Washington State registered landscape architect or irrigation designer certified by the Irrigation Association. • 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.
			<ul style="list-style-type: none"> • Natural or manmade water features or bodies. • Existing or proposed fences and retaining walls. • Critical lands and associated buffers, and designated recreational open space areas. • Specific location, square footage calculations, and total square footage of each parking lot landscape island • Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment. • Specific location of street trees in the right-of-way.

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PROCESS TYPE IV APPLICATIONS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Proposed Lighting Plan (only for Binding Site Plan, Site Plan Approval and Conditional Use) A site plan depicting the property lines of all properties for which lighting is proposed, the location and label specification of all exterior luminaires light fixtures to be installed within the property, their lumen values, mounting heights, shielding, and directionality.</p>
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SPECIAL STUDIES AND ADDITIONAL INFORMATION

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transportation Impact Analysis (only for Preliminary Subdivision, Binding Site Plan, Mobile Home Park, Site Plan Approval and Conditional Use)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Specific Critical Area Maps and Delineation Reports (only for Preliminary Subdivision, Binding Site Plan, Mobile Home Park, Site Plan Approval and Conditional Use)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional Information Requested by City

PUBLIC NOTICE REQUIREMENTS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unless submitting an application for variance, provide TWO sets of self-addressed, stamped business sized envelopes (with City of Milton return address) of persons receiving property tax statements for all properties within 500 feet of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 500-foot boundary.
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FINAL PLANS AND RECORDING DOCUMENTS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot Closure Calculations for Existing and Proposed Lots (if survey included)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Site Plan or Plat Map Sets (when required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposed Covenants for Maintenance (when required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Installation and Maintenance Agreements with Sureties (when required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Copy of Approved Project for Signature and Recording

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