

## **CITY OF MILL CREEK DEVELOPMENT PERMIT REVIEW PROCESS**

### **I. Informal Pre-Submission Discussions Between Applicant and City Staff**

Topics include conceptual site layout, specific areas of concern, and requirements for special studies, i.e., traffic or wetland review.

### **II. A Formal Pre-Application Meeting**

The purpose of the formal pre-application meeting is to provide City staff and the applicant an opportunity to review and discuss the proposed plan, submittal requirements, fees, mitigation, project processing times, etc. No fee is required for a pre-application meeting.

Once the applicant emails a conceptual site plan to staff, the pre-application meeting will be scheduled. Prior to the pre-application meeting, the applicant should read and be familiar with the information contained in the packet.

Following the pre-application meeting, staff will send a follow-up email to the applicant to confirm the topics discussed.

### **III. Application Packet Submittal / Determination of Completeness**

The City accepts applications for land use permits through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) (MBP). If you are new to MBP, please see the attachment entitled “Getting Started with MyBuildingPermit.com.” If you have any questions regarding MBP, please contact the Permit Counter at 425-551-7254 or [permitcounter@cityofmillcreek.com](mailto:permitcounter@cityofmillcreek.com).

Following the application submittal, city staff conducts a preliminary review for completeness. **(Determination made within 28 calendar days.)** Upon completion of the review, staff either issues a Letter of Completeness; or if the submittal is not complete, a letter will be sent identifying information required to make the application complete.

Please use the attached Development Application Completeness Checklist to help ensure that your application is complete. Submitting an incomplete application will delay the review process.

You will be sent an invoice through MBP for the appropriate application fees (see attached schedule of fees) at the time of submittal, which must be paid before the application can be deemed complete.

Once an application has been deemed complete, the City's review of the application is required to be completed within 120 days.

**IV.**     Notice of Application

After a letter of completeness is issued, the City will post and publish a Notice of Application. Typically, at this time the applicant is required to post the Notice of Development Application on the project site (see the posting requirements on the City's website). Staff will contact you when the signs are ready for pick-up at City Hall. The Notice of Application has a minimum 14-day comment period. **(Notice posted and published within 14 calendar days of Letter of Completeness.)**

**V.**     Technical Review Committee Meeting

Once the Notice of Application is issued, a meeting of the City's Technical Review Committee (TRC) is scheduled. The purpose of the TRC is to solicit comments from City departments, special districts such as water/sewer and fire districts, WSDOT, PUD, Community Transit, the Everett School District and representatives from Snohomish County Public Works and Planning and Development Services.

The TRC reviews the application for compliance with City policies and regulations and identifies specific concerns or matters related to the provision of services or impacts on public facilities. **(The meeting is generally held within three or four weeks from the date the Letter of Completeness is mailed to allow time for review and analysis of the submittal.)**

If a Critical Area Report / Mitigation plan is required as a part of the application, the City will retain a qualified consultant to review and confirm the applicant's Critical Area Reports, studies, and plans. The entire cost of such additional review is borne by the applicant. If consultant review is required, staff will provide the applicant with a Task Authorization containing an approximate cost of the review as soon as possible. The City will pay the consultant directly once the work has been completed and the applicant will be invoiced for reimbursement through MBP.

A summary of the TRC comments and estimated development impact mitigation fees will be forwarded to the applicant within one week of the TRC meeting. If additional information or modifications are requested, the 120-day time clock for the maximum processing time will be stopped pending resubmittal.

**VI.**        Environmental Determination

After the TRC process is completed and any outstanding State Environmental Policy Act (SEPA) related issues are resolved, the City will issue an environmental determination pursuant to SEPA. **(Circulation comment and appeal periods are run concurrently and are a minimum of 14 days.)**

At the time the SEPA determination is issued, staff will notify the applicant to submit the required stamped, self-addressed envelopes for property owners within 500-feet of the project site, which is used to send notice to the surrounding property owners of the upcoming Hearing Examiner Public Hearing.

**VII.**       Hearing Examiner Public Hearing

Upon completion of the SEPA environmental review process (including the expiration of the appeal period), an open record public hearing is scheduled before the Hearing Examiner. The applicant will be emailed a copy of the staff report one week before the hearing. The applicant and/or any consultants deemed appropriate by the applicant are expected to attend the hearing and have the opportunity to make a presentation on the proposed project at the Hearing Examiner Public Hearing.

The Hearing Examiner will issue a decision within 10 business days of the conclusion of the hearing. The Hearing Examiner's Decision may be appealed to the City Council. Appeals must be submitted within fifteen (15) days of the date the Hearing Examiner's Decision is issued.

The applicant is responsible for the cost of the Hearing Examiner's services. The City will pay the Hearing Examiner directly once the work has been completed and the applicant will be invoiced for reimbursement through MBP.

**VIII.**      Submittal of Clearing and Grading Permit for Public and Private Improvements

After the Hearing Examiner's Decision, a Clearing and Grading permit for Public and Private Improvements is required by the Engineering and Community and Economic Development Departments.

Road, grading, drainage, erosion control, associated engineering plans, and a cost estimate should be submitted for review online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com). Engineering and Surface Water Utility Fees will be collected at the time of approval, and are determined in accordance with MCMC Sections 3.42.210 and 8.12.050.

Note that water and sewer plans are a separate submittal, review, and approval process through the appropriate water/sewer district.

**IX.**      Design Review Board

After Hearing Examiner approval, most projects must be reviewed and approved by the City's Design Review Board (DRB). The DRB reviews building style, material composition and colors, signage, and landscaping. Prior to submittal please contact your project planner to discuss the DRB submittal requirements and review process. **(The DRB meets on the third Thursday of the month and a complete application must be submitted a minimum of 20 days before the meeting.)** Note: Preliminary, informal DRB review is available for complex projects. Your project planner can give you additional information.

**X.**      Site Construction

Prior to beginning construction, a performance bond is required for any public improvements in accordance with MCMC Section 16.16.040. Additional bonds may also be required for landscaping and wetland mitigation work. The amount of the bond(s) is 125% of the estimated cost of the improvements, and City staff will provide the applicable bond forms when appropriate.

A City Right-of-Way (ROW) Use permit is also required prior to construction per MCMC Section 12.04.020, and should be applied for through MBP. ROW fees will be determined in accordance with MCMC Section 3.42.130.

After the approval of the Clearing and Grading permit, performance bond(s) and ROW Permit, a pre-construction meeting can be scheduled with City staff. Site work can begin after the preconstruction meeting, and appropriate inspections should be scheduled online through MBP.

**XI. Final Plat or Final Binding Site Plan (BSP) Process**

Final Plats or Final BSPs are the recorded legal documents that segregate individual lots, dedicate public right-of-way, define the constructed locations of buildings, and set forth the legal requirements associated with the development. Final Plat/BSP applications should be submitted through MBP. Prior to submittal please contact your project planner to set up a pre-submittal meeting to discuss the submittal requirements and review process. The applicant will be invoiced through MBP for the appropriate application fees (see attached fee schedule).

The Final Plat/Final BSP must conform to the approved preliminary plat/BSP showing lots, streets, easements and other elements required by code and by the conditions of preliminary plat/BSP approval. The City verifies that the Final Plat/Final BSP meets all conditions and statutory requirements. A Final BSP is reviewed and approved administratively by City staff. Final Plats are reviewed and approved by the City Council. Once necessary signatures are obtained, the City approves and signs the Final Plat/BSP. The applicant may be required to pay taxes (check with the Snohomish County Assessor 425-388-3433) prior to recording the Final Plat/Final BSP with the Snohomish County Auditor. Please contact the Snohomish County Auditor's office at 425-388-3483 for more information.

**XII. Building Permit Approval**

Building Permits may be applied for through MBP in accordance with the Hearing Examiner conditions of approval.

Model Home Permits: Prior to final plat approval, building permits for model or display homes may be granted subject to the following criteria:

- A. The number of model home permits shall not exceed four per approved preliminary plat.
- B. All model homes must be serviceable with a paved road surface.
- C. All model homes must have a functioning fire hydrant within 300 feet of the buildings and be connected to functional sewer and water service. A letter from the Fire Department, stating their ability to provide fire suppression services, may be required by the Building Official.



## DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST

In accordance with MCMC Section 14.05.020, every person proposing a development in the City shall schedule and attend a preapplication meeting to review the specific location, nature and attributes of the proposed development, specific application and permit requirements, application and other fees, the review process and estimated schedule, and applicable plans, policies and regulations. Applicants for development are also encouraged to schedule and participate in an informal meeting prior to the formal preapplication meeting to discuss and exchange information, in general terms, concerning the nature of the proposed development, City design and development standards, critical area regulations, design alternatives, required permits and approvals, and the review and decision process. It is important to note that conversations occurring prior to an application being deemed complete do not vest the project to regulations in place at the time of the conversation. Please call the Department of Community and Economic Development staff at (425) 551-7254 to schedule an informal or formal preapplication meeting. The City accepts land development applications digitally through [www.MyBuildingPermit.Com](http://www.MyBuildingPermit.Com) (MBP).

### APPLICATION SUBMITTAL MATERIALS

**Unless City staff has indicated during the preapplication meeting that an item listed below is not applicable for the proposed project, all items noted below must be submitted to constitute a complete application.**

	Authorization to submit application from <u>all</u> underlying property owners.
	The applicant will be invoiced through MBP for application processing fees pursuant to MCMC Chapter 3.42.
	Preliminary Plat/Binding Site Plan/Short Subdivision Map (must include site data calculations). Please refer to MCMC Section 16.04.020, 16.06.040 and 16.12.080 for specific requirements.
	A current topographic survey. Contour lines in areas to be developed shall be at two (2) foot intervals, or as specified by the City Engineer. Five (5) foot intervals may be used in areas not to be developed. All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed development.
	Preliminary clearing and grading permit drawings – includes road, grading, drainage, erosion control and associated engineering plans.
	Preliminary storm drainage report, including down stream analysis pursuant to MCMC Section 15.14.060 and MCMC Section 16.04.020.B.3, and a feasibility analysis of the use of Low Impact Development (LID) facilities.
	Project narrative describing the nature of the proposed development. Include any development regulation modification requests and justification, if any (MCMC 16.12.040).
	For Binding Site Plans and Planned Area Developments, a general landscape plan is required, which indicates the location of existing vegetation to be retained, location of

	vegetation and landscaping structures to be installed, and the type of vegetation by common name (see requirements in MCMC Chapter 17.34).
	Tree survey, including all significant trees (6-inch or greater in diameter) in areas to be developed, pursuant to MCMC 15.10. Note: If any of the trees are being removed and will be sold as timber, complete a Forest Practice Permit Application/Notification form.
	Current title report, dated within thirty days of application submittal.
	Legal description.
	Supplemental applications, if necessary (i.e., Variance, Right-of-Way Vacation, Conditional Use Permit, etc.), with supporting materials.
	Letter of water and sewer availability from appropriate water/sewer district.
	SEPA Checklist and associated documents, pursuant to MCMC Chapters 18.04 and 18.06.
	For all projects in the East Gateway Urban Village, LEED Checklist and narrative stating how compliance is proposed pursuant to MCMC Section 17.19.050.
	Critical Area Report / Mitigation Plan, if required (see MCMC Chapter 18.06). The City will retain a qualified consultant to review and confirm the applicant's reports, studies and plans, and the entire cost of such additional review shall be borne by the applicant. If consultant review is required, staff will provide you a Task Authorization containing an approximate cost as soon as possible. The City will pay the consultant directly once the work has been completed and you will be invoiced for reimbursement through MBP.
	Geotechnical report for development areas, if required by the City Engineer or Building Official.
	Traffic study with City mitigation offer, trip generation, LOS and distribution analysis, including required Snohomish County Traffic Worksheet and Mitigation Offer forms
	<p>Assessor's map showing properties within a 500-foot radius of the property proposed for development. A list prepared by a title company of the names of all of the owners of property within 500 feet of the property proposed for development.</p> <p>Envelopes addressed to property owners identified on the above list, using the City of Mill Creek, 15728 Main Street, Mill Creek WA 98012 as the return address, and stamped with the applicable postage will be requested by City staff at the time the SEPA determination is issued. These envelopes will be used to mail the public hearing notice to the surrounding property owners.</p> <p><b>Please note</b> that projects requiring administrative approval with public notice are only required to notify <b>adjacent</b> property owners, pursuant to MCMC Section 14.09.020. In this case, provide only labels and postage will be invoiced later.</p>



<b>Land Use Application Development Fees with Technology Surcharge</b>			
<b>Land Use Application</b>	<b>Fee</b>	<b>3% Tech SC</b>	<b>Total</b>
Design Review of a Building or Site Plan	\$500.00	\$15.00	\$515.00
Design Review of Landscaping	\$250.00	\$7.50	\$257.50
Design Review of a Sign	\$250.00	\$7.50	\$257.50
<b>Comprehensive Plan Amendment (Text or Map) and Associated Rezone:</b>			
A. Zero To 10 Acres	\$2,500	\$75.00	\$2,575.00
B. Over 10 Acres	\$5,000	\$150.00	\$5,150.00
Zone Text Amendment:	\$2,500	\$75.00	\$2,575.00
<b>Subdivision:</b>			
A. Preliminary Plat (Five More Lots)	\$2,500 plus \$35.00 per Lot	\$75.00 + <sup>1</sup>	\$2,575 + <sup>1</sup>
B. Final Plat (Long)	\$1,500 plus \$20.00 per Lot	\$45.00 + <sup>1</sup>	\$1,545.00 + <sup>1</sup>
C. Plat (Short, One to Four Lots)	\$1,500	\$45.00	\$1,545.00
D. Final Plat (Short)	\$500.00	\$15.00	\$515.00
<b>Binding Site Plan:</b>			
A. Application:	\$5,000	\$150.00	\$5,150.00
B. Final Binding Site Plan	\$1,000	\$30.00	\$1,030.00
<b>Modifications to Approved Land Use Permits/Decisions:</b>			
A. Major Modification:	\$2,500	\$75.00	\$2,575.00
B. Minor Modification:	\$250.00	\$7.50	\$257.50
Conditional Use Permit	\$1,500	\$45.00	\$1,545.00
Variance	\$500.00	\$15.00	\$515.00
Lot Line Adjustment	\$500.00	\$15.00	\$515.00
Review Of SEPA Checklist	\$500.00	\$15.00	\$515.00
EIS Review	\$1,500	\$45.00	\$1,545.00 <sup>2</sup>
Engineering Review	Percentage of site work cost estimate in accordance with MCMC 3.42.210	3% of Total Fee	
Initial Surface Water Fees	In accordance with MCMC 8.12	N/A	

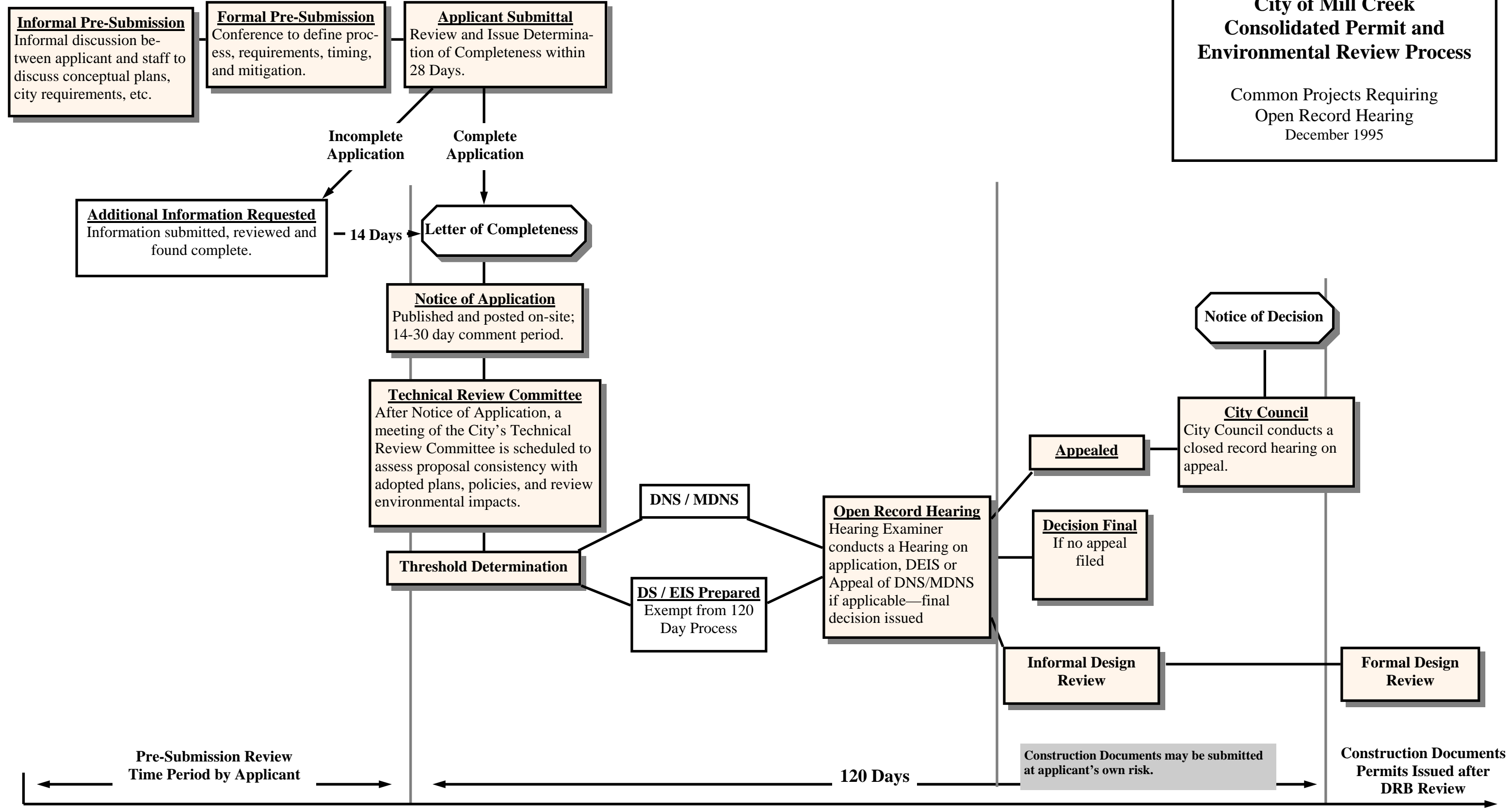
1. Base plus per lot amount, add technology surcharge to per lot amount.
2. Minimum or Direct Expenses at Director's Determination



14.15.010

**City of Mill Creek  
Consolidated Permit and  
Environmental Review Process**

Common Projects Requiring  
Open Record Hearing  
December 1995



# City of Mill Creek

## Development Impact Mitigation Fee Program

The City of Mill Creek uses the authority granted in MCMC 17.48 to assess fees to mitigate identified impacts of new development on public facilities/services. Public facilities for which mitigation is required and the typical fees<sup>1</sup> assessed are listed below:

Facility/Service	Mitigation	
<b>City of Mill Creek Neighborhood Parks *</b>		
Where land acquisition and development are necessary. (see note below)	\$3,304.40	Per owner-occupied (condominium/single-family) unit
	\$2,227.41	Per renter-occupied (multifamily) unit
Where only development is necessary.	\$2,863.76	Per owner-occupied (condominium/single-family) unit
	\$1,930.38	Per renter-occupied (multifamily) unit
<b>City of Mill Creek Community Parks *</b>		
(see note below)	\$1,738.67	Per owner-occupied (condominium/single-family) unit
	\$1,171.99	Per renter-occupied (multifamily) unit
<b>City of Mill Creek Transportation</b>		
Snohomish County Transportation		Determined by Snohomish County Public Works – Call 388-6440 for information
Everett School District (Fees effective as of January 1, 2019)	\$4,504.00	Per single-family dwelling unit
	\$0.00	Per multifamily dwelling unit with zero-one bedroom
	\$2,808.00	Per multifamily dwelling unit with two or more bedrooms

\* The public park and recreation facilities mitigation assessments shown above reflect the 25 percent discount authorized in Resolution 2013-503; for the full assessment amounts see the resolution. The twenty-five percent discount shall remain in full force and effect until such time as the Council adopts a resolution altering the discount rate and/or the formulas.

The following supporting documents are available on the Master Permit Application page of the City’s website:

1. MCMC 17.48 - Development Impact Mitigation Ordinance
2. City of Mill Creek Resolution 2013-503 RE Park Impact Mitigation
3. City of Mill Creek Ordinance 2018-838 RE Traffic Impact Mitigation
4. City of Mill Creek/Snohomish County Interlocal Agreement RE Traffic Impact Mitigation
5. Letter from the Everett School District Updating School Mitigation Fees, dated December 13, 2018

Updated on June 4, 2019

## Getting Started with MyBuildingPermit.com

Applications for land use permits, clearing and grading permits, and building permits from the City of Mill Creek are processed online through [www.mybuildingpermit.com](http://www.mybuildingpermit.com) (MBP). To apply for a permit you need to be a registered user of MBP. If this is the first time you have used MBP, to register go to: <https://epermit.mybuildingpermit.com/CustomerLogin.aspx>

**Customer Login**

User Name:

Password:

or

[Forgot Password / Login Name](#)

**User Registration**

Select one of the following user types:

**Property Owner:** I am a property owner doing work on my own property.

**Licensed Contractor:** I am a licensed contractor or am authorized to do work associated with a licensed contractor.

**Professional:** I am an architect, engineer or other professional applying on behalf of a property owner or developer.

An account should be created by the Primary Contact. At the conclusion of the process, the permit will be issued to the Primary Contact. After the account has been created, the Primary Contact can designate delegates if they want others to be able to upload documents and check the project status. Staff comments will be returned through MBP to the Primary Contact with a copy to any designated delegates.

### Submitting an application:

The MBP system requires that a standard list of documents be submitted for each permit type before it will allow the application submittal to be completed. If staff has indicated that a specific document will not be necessary, (i.e., there are no wetlands on the site so a wetland report is not necessary), simply submit a one sheet pdf indicating that the item is N/A.

Once the application is submitted, the development review fees will be invoiced through MBP. **Note:** The application cannot be deemed complete for vesting purposes until the application review fees have been paid.

### Resubmittals:

All resubmittals must be submitted through MBP because this creates the official record for the project.

If you have any questions regarding the registration and submittal process with MBP, please contact the Permit Counter or [permitcounter@cityofmillcreek.com](mailto:permitcounter@cityofmillcreek.com).