



SPECIAL USE – LIGHT RAIL SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1'). Unless otherwise indicated one (1) copy of each items should be submitted.**

- Permit Application.**
- Critical Areas Worksheet.**
- Pre-Application Meeting Date:**
_____ (see handout). A pre-application meeting with the City is required prior to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**
- Neighborhood Meeting Report Date:**
_____ (see handout). A summary of the neighborhood meeting consistent with the requirements of SMC 20.30.090(C).
- Description of Property.** Please provide map and description of all the properties that will be built on, used during construction, acquired, or otherwise are part of the land area for this project. Proof of purchase, acquisition, or owner authorization is not required for the light rail Special Use Permit application, but will be required before work may commence on said properties.
- Detailed Description of Special Use –** Please provide detailed information describing the use of the property if this application for special use is approved. This information should include details of any new construction (building size, height, floor area, hardscape coverage, etc), number of employees, hours of operation and principal and secondary activities. Where new construction is anticipated, you should also provide a conceptual sketch and a project timeline and identify any permits you will be applying for.
- Site Plans – three copies (1 reduced - maximum 11" x 17" and 2 full size) copies** drawn to an engineering scale (e.g. 1" = 20').
Site plan types should include:
 - Pre-60% Stations and Garage areas
 - Pre-60% Landscaping
 - Pre-60% Rights-of-Way, Track, Traffic, Civil, and Construction Staging and Access**Site plans should include, but not be limited to the following information:**
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed and existing buildings and their uses.
 - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
 - Dimensions of all property lines.
 - Building/structure setbacks from front, side, and rear property lines.
 - Buildings within 50' of the proposed structure.
 - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
 - Location of proposed parking spaces, include traffic flow and all internal walkways.
- Sewer Availability.**
Ronald Wastewater District (206) 546-2494.
 - Documentation of sewer availability is required for all sewer hook-ups.
 - Documentation of mitigation strategy for project impacts to sewer system.
- Fire Flow Availability.**
North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

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- Documentation of fire flow availability is required for all new construction including distance to nearest hydrants and flow calculations or flow test results of that hydrant. Application materials must identify potential issues with fire flow availability for buildings and track way. Where deficiencies may exist, submit a strategy for mitigation.

City of Seattle Public Utilities (206) 684-5800 or online at

<http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>

- Documentation of mitigation strategy for project impacts to SPU water system.

- **Special Use – Light Rail Criteria** (attached). Describe how the proposed use complies with each of the General and Light Rail Transit Facility/System Only Special Use Permit Decision Criteria. Each of the Guiding Principles for Light Rail Facility Design (attached) should be specifically addressed to demonstrate how the project is generally consistent with these principles. These criteria may best be addressed by specific plans, standards, or project elements. In addition to a written description, please include the relevant plans, standards, or other information demonstrating how the criteria will be met as part of the submittal packet. Clearly identify the relevant sections/pages of documents submitted or submit only the sections relevant to the criteria being addressed.

Additional information may include:

- **Noise Impact Analysis and Mitigation.** Submit available impact analyses, standards and practices proposed for mitigating noise impacts from construction and operations.
- **Draft Floor Plans and Elevation Plans for structures, facilities, and light rail system.** In Progress 60% Stations and Garages or subsequent revisions. Suggest submittal of 30% Design or more recent track design.
- **Energy Efficiency and Sustainable Building standards or policies for light rail system/facilities.** This might include the sustainability checklist and Sound Transit’s design criteria manual or other green building standards that will be used for the facilities in Shoreline. Clearly

identify the relevant sections of documents submitted.

- **Multi-Modal Access Assessment and Mitigation Plan.** An access assessment report is required for light rail transit system/facilities. The access assessment report will analyze, identify, and prioritize multimodal access improvements. The access assessment report is intended to supplement the analysis and mitigation included in any environmental review documents previously prepared for the proposed project. In general, the access assessment report will address: improvements near the stations for pedestrians and bicycles, paratransit riders, and “kiss and ride” users. The report must include a mitigation plan for funding or constructing the project’s proportionate share of the improvements needed to existing infrastructure.
- **Critical Area Reports.** Reports should include delineation and classification of impacted critical areas and determination of applicable buffers.
- **Critical Area Impact Mitigation.** Description of the approach or strategy proposed for compensatory mitigation of wetland and wetland buffer impacts, fish and wildlife habitat conservation area impacts (including streams), and geologic hazard area mitigations.
- **Signage and Way-finding.** Description of the strategy or approach that will be used for signage and way-finding or submit draft plans or strategies if available.
- **Landscaping and Screening.** Description an illustration of strategy proposed for use of landscaping and screening for neighborhood compatibility. Suggest submittal of In Progress 60% landscape plans for Stations and Garages or subsequent revisions.
- **Tree Impact Assessment and Mitigation.** Draft Tree Impact Assessment, including number of significant trees to be removed and where, trees impacted indirectly, and strategy or draft plans for mitigation of these impacts.
- **Parking Management.** Description of the approach proposed for post construction parking management to guard against impacts of off-site parking in surrounding neighborhoods.

- **Stormwater Management.** Description of the proposed storm water management strategy and approach for use of low impact development techniques whenever feasible, as required by adopted codes and standards.
 - **Construction Management.** Description of the strategies proposed for managing the impacts of construction from activities such as hauling, night construction, road closures, and materials staging.
 - **Transit Oriented Development.** Identify opportunities for future development and supportive elements of the project that can be modified as the areas around the stations redevelop.
 - **Public Art.** Describe strategy proposed for incorporating public art into the project. Suggest submittal of draft concepts or plans.
- **Shoreline Engineering Deviation Requests.** Requests for deviations from the adopted Engineering Development Manual identified to date should be submitted for consideration under the project Special Use Permit application. Each deviation request must include:
- Specific standard to deviate from.
 - Deviation requested.
 - Demonstrate how the decision criteria in SMC 20.30.290(B) are met.
 - Supporting information.
- **Shoreline Municipal Code Modification Requests.** All requests for modifications of Shoreline Municipal Codes regulations and standards must be submitted for consideration under the project Special Use Permit application. Each modification request must include:
- Specific code or standard to be modified.
 - Modification requested.
 - Demonstrate how the modification criteria in SMC 20.40.438(D) are met.
 - Supporting information.
- **Environmental Review.** Describe if any possible amendments to the NEPA/SEPA analysis required as a result of planned changes to the station design, layout, and function. Submit updated environmental documents.
- **Vicinity Map** – Submit **one (1) copy** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1" = 100'), that shows the following information:
- Graphic scale and north arrow.
 - Name, address and telephone number of the person who prepared the drawing, together with a drafting date.
 - The exact boundaries of the subject properties and the footprints and locations of any buildings on the properties.
 - The exact boundaries and zoning of all properties within a 500' radius of the perimeter of the proposed rezone site.
 - The location, width and name of all public and private roads in the vicinity of the project site.
 - The footprint and location of any buildings on properties in the vicinity of the project site.
 - Significant topographic features such as creeks, rivers, wetlands, drainage swales, steep slopes, etc.
 - The name and location of any public parks, libraries and similar facilities in the vicinity of the project site.
- **Notice Materials.**
- **Plan for Notice signage placement.** Map and list of proposed locations for notice sizes to be placed and the size/type of sign to be used.
- Shoreline Planning & Community Development will prepare notice materials for Notice of Application, Notice of Public Hearing, and Notice of Decision. These materials shall be used for noticing and for signage content. The City will coordinate with the applicant to ensure that signs are posted and the notices are mailed on time to the same mailing list as used for the Neighborhood Meeting.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

