



Application For Concurrency Reservation Certificate

CONCURRENCY EXPIRATION (LSMC 14.110)

- A Concurrency Reservation Certificate runs with the land, for active permits and is valid only for the subsequent development approval(s) for the same parcel that has not expired and is transferable to new owners of the original parcel for which it was issued.
- A Concurrency Reservation Certificate expires when
 - A complete land use or building permit application is not submitted within 180 days of the date of issuance; or
 - The underlying land use permit application expires; or
 - The accompanying land use or building permit expires. If that permit has no expiration date, the certificate of concurrency shall expire 12 months following its issuance; or
 - The permit application is denied or revoked.

I, the property owner, have read the above information regarding expiration deadlines. I further understand that issuance of a concurrency reservation certificate is not a guarantee that the City will issue a land use or building permit or business license.

Signature/Print Name

Date

I, the property owner, authorize my agent to receive all original correspondence. I understand I will receive a copy of all correspondence sent to my agent.

Initials

SUBMITTAL REQUIREMENTS

SITE PLAN (Attach to Application)

Specify type of development (single-family, multi-family, subdivision, commercial, mixed-use or other), approximate layout of structures type, number of dwelling units, type, gross square footage of non-residential building areas, and existing and proposed access points.

TRIP GENERATION SUMMARY (Attach to Application)

Trip generation shall be based on the current edition of Trip Generation, Institute of Transportation Engineers (ITE) and the ITE Trip Generation Handbook, unless otherwise approved by the City. Assumptions and methodology for internal, link-diverted or pass-by trips must be provided, if applicable.

Total Number of Net New
PM Peak Hour Trips:

See current fee schedule online for the PM Peak Hour
Trip Cost per the applicable Traffic Impact Zone.

Total Amount Due:	
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NEXT STEPS: Once a Concurrency Reservation Certificate has been issued, a traffic study, or Traffic Impact Analysis (TIA), may be needed to review site access and circulation design and to determine impacts and mitigation for State Environmental Policy Act (SEPA) determination. Traffic studies may also be needed to support independent fee calculations under the Transportation Impact Fee ordinance. The TIA must be prepared by a licensed professional engineer or transportation planner who has knowledge and experience in transportation engineering and planning.