



Planning Services
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
Permit Center (253) 856-5302 FAX: (253) 856-6412
www.ci.kent.wa.us/permitcenter

Master Plan Development Application

Please print in black ink only.

Application Fee...Determined by type of approvals requested
Public Notice Board(s)...See Fee Schedule

Application #: _____ KIVA #: _____
OFFICE USE ONLY OFFICE USE ONLY

Project Name: _____

Approvals Requested:

- ☐ Preliminary Plat ☐ Master Plan
☐ Downtown Design Review (limited)

Address/Location: _____ Zone: _____

King County Parcel Number (s): _____ Acres: _____

¼ Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Professional License No: _____ Contact Person: _____

Property Owner 1: (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Property Owner 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No.: _____

OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____

Master Development Application Submittal Requirements Checklist

THE APPLICANT SHALL PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A MASTER PLAN DEVELOPMENT APPLICATION:

- ☐ A. The completed original application making sure that all of the required signatures have been obtained.
 - ☐ B. Ten (10) copies of answers addressing all applicable Downtown Design Guidelines criteria as identified by the Downtown Planner in the pre-application or informal meeting, as appropriate.
 - ☐ C. One (1) copy of complete legal descriptions of all parcels involved with the proposed Master Plan Development.
 - ☐ D. Ten (10) copies of the scope of the project, including total anticipated build-out (number of units of residential, gross floor area for commercial) and the types of uses proposed.
 - ☐ E. Ten (10) copies of a detailed conceptual site plan, drawn to an engineering scale, are required for the master plan development review process. The plan shall be prepared by a land surveyor registered in accordance with the requirements of RCW 18.43.010. **Large maps shall be folded to fit into an 8½ × 14-inch envelope with the application name visible.**
- 8. Total area to be subdivided
 - 9. Approximate square footage and approximate percent of total area in open space
 - 10. Dimensions of each lot and tract
 - 11. Total area of each lot and tract (square footage)
 - 12. Lot numbers
 - 13. Location of all existing and proposed public and private roads, driveway accesses, alleys, tracts and road right-of-ways, railroads, bridges and easements (access, utility, stormwater, etc.) on the site or adjoining lands to a distance of one hundred (100) feet from the edge of the subject property. Include dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing roads or driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.
 - 14. Conceptual Vehicle Maneuvering Diagrams for all multi-family, commercial and industrial developments (See Development Assistance Brochure #6-4, Vehicle Maneuvering Diagrams, for additional information)
 - 15. Generalized circulation plan, including pedestrian and bicycle circulation
 - 16. All manmade or natural features including monitoring wells and groundwater sampling points, if applicable
 - 17. All existing structures with ground floor square footage of each building
 - 18. Existing structures and conceptual distances of structures from existing and proposed lot lines within or abutting the master plan development for a distance of 50 feet
 - 19. Location of fire hydrants closest to the site
 - 20. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures. If not providing a fire access completely around each building, provide fire turn-around(s) with an unobstructed 45-foot radius

The following information must be provided:

1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development.
2. Project Name
3. Name and address of owner, project engineer, and licensed land surveyor
4. Date of master plan preparation
5. Existing and proposed platted property lines and section lines
6. True north point and engineering scale (decimal)
7. King County tax identification number

21. Adjacent uses (undeveloped, single-family, commercial, etc)
22. Location of water and sewer mains closest to the site and show how all lots will be served by water and sewer including the names of water and sewer providers
23. Water features, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.
24. The surveyed edges of delineated wetlands and wetland buffers. See Development Assistance Brochure #9, Wetland Delineation Reports, for additional information
25. Critical areas such as hazard area slopes and endangered wildlife habitat
26. Monumentation of exterior corners and streets
27. Provisions for sidewalks and other planning features that assure safe walking conditions for students who walk to and from school, users of public transit and other pedestrians
28. Contours and/or elevations, at a minimum of five-foot intervals. Contour lines shall extend at least one hundred (100) feet beyond the boundaries of the proposed master planned project site
29. Names, locations and dimensions of proposed parks, open spaces, tracts and reservations, including Sensitive Area Tracts for wetlands, Hazard Area Slopes, Native Growth Protection and creeks, mitigation areas
30. Statement of soil type, drainage conditions and the existing landscape including description of any other environmental factors applicable to the site
31. Location and type of any existing or proposed exterior lighting to be placed on the site
32. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions. (See Development Assistance Brochure #6-7, Sight Distance Requirements, for additional information)
33. Proposed open space network within the master planned development
34. Proposed storm water detention and treatment facilities
35. All other site information relating to applicable downtown design criteria
36. Tentative routing of domestic water lines, storm drains, sanitary sewer, electric, telephone and other utilities
37. Such other major features as existing streams, canals, railroads, rights-of-way or easements, and shorelines which may affect or be affected by the proposed master planned development
38. Conceptually illustrate the following:
 - a. Proposed buildings, including identification of types and number of dwelling units in each
 - b. Building footprints
 - c. Setback dimensions
 - d. Building height and number of stories
 - e. Distance between buildings
 - f. Location of paved Areas including sidewalks and pedestrian pathways
 - g. Parking areas
 - h. Vehicle loading and unloading areas including truck loading and maneuvering areas
 - i. Proposed landscape areas (include dimensions and area)
 - j. Outside storage areas (include dimensions and area)
 - k. Trash dumpster locations
 - l. Areas of future development
 - m. Generalized building elevations
39. Based on conceptual design:
 - a. Total building area
 - b. Percent of site coverage
 - c. Area per occupancy (office, retail, etc.)

- d. Total number of parking stalls (include handicapped)
- e. Total maneuvering area (square feet)
- f. Required landscaping (square feet)
- g. Percent of lot in open space
- 40. Description of the proposed phasing plan, including proposed number of units or buildings in each phase of the development
- ☐ F. One (1) copy of signed Certificates of Water and Sewer Availability, if served by other than City of Kent Water and Sewer. Please verify service district area with the Public Works Department prior to submitting an application. Certificate forms are attached.
- ☐ G. One (1) copy of a signed City of Kent Wetland Status form must be submitted with the application (see attached form). Contact the Kent Public Works Department (253-856-5500) for exact details. Include concept for detention and wetland fill.
- ☐ H. One (1) copy of documentation of coordination with the Kent School District.
- ☐ I. One (1) copy of the conceptual master planned development site plan at a reduced size of 8½ × 11 inch sheets
- ☐ J. Ten (10) copies of the conceptual landscaping plan, drawn to a decimal scale. The landscape plan must include the following information:
 1. Property lines
 2. Lot dimensions
 3. North arrow and engineering scale (use only 1" = 20' or 1" = 30'; scale must be the same as used on master development plan)
 4. Proposed and existing building locations
 5. All areas designated as undeveloped or for future development
 6. Location of all existing and proposed public and private roads, driveway accesses, alleys, tracts and road right-of-ways, railroads, bridges and easements (access, utility, stormwater, etc.). Include dimensions and road names, including curbs and gutters,

sidewalks and/or edges of pavement. Include all existing roads or driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.

7. All manmade or natural features (gully, railroad tracks, etc.)
8. Water features, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.
9. Location of proposed landscape areas (include dimension of all landscape areas)
10. Pedestrian and vehicular circulation patterns
11. Location of paved areas (including sidewalks and pedestrian pathways). Provide calculations of total square footage of paved areas.
12. Parking areas and parking stall (including dimensions of stalls and drive aisles and calculations of total square footage of area).
13. Outside storage area (include calculations of total square footage of area)
14. Existing and proposed fences (type and height)
15. Location and arrangement of proposed plantings
16. Existing natural vegetation to be incorporated into landscaping areas
17. All other landscaping information relating to applicable Downtown Design Review criteria
18. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions. (See Development Assistance Brochure #6-7, Sight Distance Requirements, for additional information)
19. Open space network, if applicable
20. Cross section of typical planting and berm areas
21. Irrigation plan

22. Cross section of biofiltration areas/ drainage swales if slopes contain landscape plantings

23. Planting schedule:

- a. Plant type (both common name and botanical name)
- b. Amount/number of plants
- c. Caliper size of deciduous trees (measured by nursery industry standard at six (6) inches above grade)
- d. Height of conifer trees and shrubs
- e. Spacing of proposed plantings
- f. Gallon sizes of shrubs and ground-cover

☐ K. If applicable, ten (10) copies of an existing tree survey, drawn to a decimal scale. The tree survey must illustrate:

1. The precise location of all trees that are six (6) inches in caliper or greater at three (3) feet above grade (forestry standard), including the location of the drip line of each tree.
2. The caliper size of each tree at three (3) feet above grade
3. The common name of each tree
4. Specify which trees are intended to be retained or removed with development
5. The tree survey must address each tree location in relation to all existing and proposed development on site including, but not limited to , the following information:
 - a. Property lines with lot dimensions
 - b. Proposed and existing building locations
 - c. Location of all existing and proposed public and private roads, driveway accesses, alleys, tracts and road right-of-ways, railroads, bridges and easements (access, utility, stormwater, etc.). Include dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement.
 - d. Location of all parking areas, vehicle loading and unloading areas, other

paved areas, fences, trash dumpsters, outdoor storage areas, and areas reserved for future development.

e. Location of all utilities, stormwater detention facilities and other development requiring tree removal.

f. Location of all proposed landscape areas

☐ L. One (1) copy of ITE Land Use Code (number) for each proposed use of property (See Development Assistance Brochure #6-9, Trip Generation Guidelines, for a list of ITE Land Use Codes). If the proposed land use is not accurately described by an ITE Land Use Code, state that the use code does not have an ITE Land Use Code.

☐ M. One (1) copy of required code data based on conceptual plan:

1. Type of construction per UBC
2. Sprinklered/non-sprinklered
3. Occupancy classifications per UBC Chapter 3
4. Zoning district
5. Total lot area (square feet)
6. Total building area with area breakdown by levels (ie. 1st floor, mezzanine)
7. Allowable area calculations
8. Percent of site coverage
9. Area per occupancy (office, retail, etc.)
10. Total number of residential units
11. Total number of parking stalls (include handicapped)
12. Total square footage of parking and maneuvering area
13. Total square footage of paved area
14. Square footage of required landscaping areas
15. Percentage of property in open space

☐ N. Environmental checklist package with supporting information shall be completed and submitted concurrently with this application.

- ☐ O. One (1) copy of the Neighborhood Connectivity Map stamped approved by the City of Kent. This map was required to be submitted and approved during the Tentative Plat Application review for the proposed subdivision. See City of Kent Development Assistance Brochure #15 Neighborhood Connectivity Map Requirements for more information.
- ☐ P. The developer shall submit a written statement providing the following information:
 - 1. Program for development including staging or timing of development.
 - 2. Proposed ownership pattern upon completion of development.
 - 3. Basic content of restrictive covenants.
 - 4. Provisions to assure permanence and maintenance of common open space through home owners association, condominium development or other means acceptable to the City.

All above items and any other material which may be required by Planning Services must be submitted at the time of application in order for the application to be accepted.



Master Developer Application Instructions

The Hearing Examiner is authorized under the City Ordinance creating the Office of the Hearing Examiner and Sections 12.01.030(D), 12.04.680(A), and 15.08.400(F)(5) of the Kent City Code to hold public hearings, after proper application has been made to consider consolidated applications and permit greater flexibility in zoning requirements than is permitted by other sections of the board. The public notice board must be placed on the property fourteen days prior to the public hearing. Posting information and the notice boards are available at Kent Permit Center (253-856-5302).

I. Application Forms

- A. Return original, making sure that the proper signatures are obtained.
- B. Answer all questions clearly and provide all information asked for on the application form and submittal requirements checklist.
- C. Return the completed forms to the Kent Permit Center.

II. Filing of Application

- A. Deadlines
 1. An application will be heard no sooner than 35 days and no later than 100 days from the date it is officially accepted by Planning Services. This 100-day time limit may be extended in any case for which an Environmental Impact Statement is required.
 2. Applications must be complete before the Master Development request will be placed on an agenda. If the application does not include all of the supporting

information listed on the Submittal Requirements Checklist, the application will not be accepted.

B. Modifications

Changes in the application must be submitted no later than two (2) working weeks prior to the scheduled public hearing on the application.

C. Public Notice on Property

Applicant will be required to place on the property a minimum of one public notice board. The public notice board must be placed on the property fourteen days prior to the public hearing. Posting information and the notice boards are available at Kent Permit Center (253-856-5300).

D. Fees

There is a nonrefundable application fee calculated per the number of applications requested and an Environmental Checklist processing fee. See Fee Schedule for application fees. Make checks payable to the City of Kent.

A public notice board fee is also required.

III. The Public Hearing

- A. The hearing is conducted by the Hearing Examiner
- B. Presentation by city staff, applicant and public comment will be permitted in the following order:
 1. Presentation by city staff to describe the application, summarize issues presented, and give a recommendation;

2. Presentation by applicant or representative;
3. Presentations, questions or statements by members of the public interested in the application;
4. Responses to questions by staff and applicant (rebuttal);
5. Final recommendation by city staff (if necessary);
6. Applicant and public may be permitted to respond to final recommendations if appropriate.

interest, or where he or she has prejudged the matter in any way. Any person who has grounds to believe the Hearing Examiner may be influenced by a consideration outside the public record should promptly bring that concern to the attention of the Hearing Examiner.

IV. Final Disposition of Cases

The Hearing Examiner will issue a written decision within ten (10) working days from the date of the hearing. Parties of record will be notified in writing of the decision.

V. Reconsiderations and Appeals

A. Request of Reconsideration

Any aggrieved person may request a reconsideration of a decision by the Hearing Examiner if either (a) a specific error of fact, law, or judgment can be identified or (b) new evidence is available which was not available at the time of the hearing.

Reconsideration requests should be addressed to: Hearing Examiner,
220 Fourth Avenue S., Kent, WA 98032.

Reconsiderations are answered in writing by the Hearing Examiner. Appeals of the Hearing Examiner's decision may be filed in King County Superior Court within 21 days of issuance of the decision per KCC 12.01.200.

B. Due Process Considerations

Hearings before the Hearing Examiner are quasi-judicial proceedings. This means that certain due process protections apply. For example, no one may contact the Hearing Examiner for the purpose of influencing a decision in any manner other than in the public hearing. The state Supreme Court has also ruled that, not only must quasi-judicial proceedings be fair, they must appear to be fair. Accordingly, the Hearing Examiner may not participate in any matter where he or she has a financial or personal