



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

Planning Services

Planned Unit Development Application

Please print in black ink only.

Public Notice Board and Application Fees...See Fee Schedule

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

Plat Name: _____

Number of Units Proposed: _____ Zone: _____

Zoning District Under Which PUD Will Be Designed: _____

Address/Location: _____ Zone: _____

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

1/4 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: _____ License No.: _____

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.: _____

Email Address: _____

OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____

Planned Unit Development Application Instructions

The Hearing Examiner is authorized under the City Ordinance creating the Office of the Hearing Examiner and Section 15.04.080 of the Kent Zoning Code to hold public hearings, after proper application has been made, to consider Planned Unit developments which have imaginative design and create open space in residential developments by permitting greater flexibility in zoning requirements than is permitted by other sections of the Zoning Code. The Hearing Examiner's findings and conclusions shall be submitted to the City Council, which shall have the final authority to act on this application.

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.
- C. Return the completed forms to the Kent Permit Center.

II. Supporting Information

Submit detailed information as follows:

- A. Provide seven (7) detailed site plans which include the following information:
 - Vicinity Map
 - Property Lines
 - Lot Dimensions
 - All public/private roads
 - Names and dimensions of streets bounding or touching the site
 - Pedestrian and vehicular circulation patterns
 - All easements
 - Tentative routing of domestic water lines, storm drains, sanitary sewers, electric, telephone and other utilities
- 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 planned unit development
- Users of abutting properties
- All major man-made or natural features
- Existing and proposed topography at contour intervals not less than five (5) feet in areas having slopes exceeding eight (8) percent and not less than two (2) feet contour intervals in areas having slopes less than eight (8) percent
- Proposed buildings, including identification of types and number of dwelling units in each
- Building dimensions
- Setback dimensions
- Building height and number of stories
- Distance between buildings
- Paved areas
- Parking areas
- Vehicle loading areas
- Proposed landscape areas
- Location, dimensions, and areas of common open space
- Areas of future development
- Outside storage areas
- Trash dumpster location
- Required code data:
 1. Type of constructions
 2. Sprinklered/non-sprinklered
 3. Occupancy classification
 4. Fire zone
 5. Zoning district

6. Total lot area (square feet)
7. Total building area
8. Percent of site coverage
9. Area per occupancy (office, manufacturing, warehouse, retail, etc.)
10. Total number of parking stalls (include handicapped)
11. Total parking and maneuvering area (square feet)
12. Required landscaping (square feet)
13. Percent of lot in open space

B. Provide seven (7) copies of the landscape plan which include the following information:

- Property lines
 - Lot dimensions
 - Names and dimensions of streets bounding or touching the site
 - Pedestrian and vehicular circulation patterns
 - Existing building locations
 - Proposed buildings, including identification of types and number of dwelling units in each
 - Underdeveloped areas or areas of future development
 - Location, dimensions and areas of common open space
 - Such other major features as existing streams, canals, railroads, rights-of-way or easements, and shorelines which may affect or be affected by the planned unit development
 - All easements—public /private roads, utility, etc.
 - All major man-made or natural features (streams, creeks, drainage ditches, railroad tracks, etc.)
 - Proposed landscape areas (dimension required areas)
 - Paved areas
 - Parking areas and parking stalls
 - Outside storage areas
 - Proposed fences (type and height)
 - Location and/or arrangement of proposed plantings
- Existing natural vegetation to be incorporated into formal planting areas
 - Cross section of typical planting and berm areas
 - Planting schedule:
 1. Type (common name/botanical name)
 2. Amount
 3. Caliper size
 4. Height
 5. Spacing of proposed plantings
 6. Condition (no gallon sizes)

C. Provide seven (7) copies of drawings showing the general architectural rendering of typical building types.

D. Provide ten (10) copies of the development plans (Section II-A, B, C, and D) at a reduced size of 8½" x 11".

E. Environmental Checklist must be completed and submitted with the application. See Fee Schedule for application fee.

F. An approved Drainage Plan, as required by the City of Kent Surface Water and Drainage Code, must be submitted with the application. Contact the City Engineering Department for exact details.

G. A stream and/or tree plan per Ordinance #2245.

H. 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.

I. Please fold large maps to fit into an 8½" x 14" size envelope.

III. Schedule of Development

The developer shall submit a written statement providing the following information:

- A. Program for development including staging or timing of development.
- B. Proposed ownership pattern upon completion of development.
- C. Basic content of restrictive covenants.
- D. Provisions to assure permanence and maintenance of common open space through

home owners association, condominium development or other means acceptable to the City.

IV. 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 Planned Unit Development request will be placed on an agenda. If the application does not include supporting information as outlined in Section II, 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 a public notice board on the property. 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). See Fee Schedule for public notice board fee.

D. Fees

A nonrefundable application fee and Environmental Checklist processing fee applies. See Fee Schedule for application fees. Make checks payable to the City of Kent.

V. The Public Hearing (by Hearing Examiner)

- A. Presentation by city staff to describe the application, summarize issues presented, and give a recommendation;
- B. Presentation by applicant or representative;
- C. Presentations, questions or statements by members of the public interested in the application;

- D. Responses to questions by staff and applicant (rebuttal);
- E. Final recommendation by city staff (if necessary);
- F. Applicant and public may be permitted to respond to final recommendations if appropriate.

VI. Final Disposition of Cases

- A. The Hearing Examiner will issue a written recommendation within ten (10) working days from the date of the hearing. Parties of record will be notified in writing of the recommendation.
- B. The Hearing Examiner's recommendation will be forwarded to the City Council, which shall have the final authority to act on the Planned Unit Development application.
- C. The City Council will consider the Hearing Examiner's recommendation at a regular City Council Meeting.
- D. If the application for a Planned Unit Development is denied by the City Council, said application shall not be eligible for resubmittal for one (1) year from the date of said denial unless specifically stated to be without prejudice. A new application affecting the same property may be submitted, if, in the opinion of the Hearing Examiner, circumstances affecting the application have changed substantially.

VII. Reconsiderations and Appeals

There is a \$25 filing fee for filing an appeal and a requirement of \$100 for each tape to be transcribed. SEE: Resolution #896.

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.

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 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.