



CITY OF NEWCASTLE

Community Development Department

Development Agreement Application

APPLICATION OVERVIEW

DEVELOPMENT AGREEMENT

The information required in this application is necessary to evaluate your proposed development agreement (DA) and to assess its environmental impact. The environmental checklist will be the basis for determining if an environmental threshold determination will be required prior to any approval of this request. Your application will be evaluated based on: the information you provide, the Newcastle Comprehensive Plan, pertinent provisions of the Newcastle Municipal Code, site inspection, testimony and evidence presented at the public hearing, and comments submitted by interested public agencies.

The Newcastle Municipal Code is also available on the City of Newcastle website at www.newcastlewa.gov.

FILING OF APPLICATION

A pre-application conference must be scheduled with the Community Development staff prior to filing your application. (Please contact staff to receive a copy of the pre-application conference packet.) An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle. In addition, a cash development deposit will be required before the application can be determined complete.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete.

DEVELOPMENT DEPOSIT

A developer deposit is a required element of a Development Agreement application. The deposit shall be applied toward services performed and costs expended on Applicant's behalf. In addition, a deposit must be placed with the Coal Creek Utility District for preliminary review of sewer and water plans.

EXEMPTION FROM PROCESSING DEADLINES

A development agreement is not considered a permit application and is therefore not subject to the processing deadlines in NMC 19.09. Throughout review of the development agreement, the City of Newcastle will require submittal of requested materials or fees within 60 days of the date of request. A 30-day extension may be granted upon written request if the applicant demonstrates that the inability to submit requested materials is beyond the applicant's control. If the additional information is not submitted within that time, the City shall consider the application withdrawn.

CONCURRENT REVIEW WITH SUBDIVISION OR SITE PLAN APPLICATION

A development agreement may be submitted as a stand-alone application or may be submitted concurrently with a subdivision (or short plat) or site plan application. The required materials for each application type should be submitted.

DECISION AND HEARING

A development agreement is reviewed as a legislative action (NMC 19.07, Types of Project Permit Applications). Following review of the application, staff will prepare a recommendation to the City Council who will hold a public hearing and make a decision on the development agreement after the public hearing has been held.

APPEAL

The final decision on a conditional use permit is appealable to the King County Superior Court per the standards of NMC 19.15, Appeal Procedures.

REQUIRED APPLICATION DOCUMENTS

The following documents are required for a complete submittal:

1. **Application** (3 copies)
2. **Application Fee and Deposit:** Submit the application fee at the time of submittal. Deposit must be submitted before the City can determine the application complete. Contact a staff member for a determination of the deposit amount.
3. **Agreement to Pay Fees** (1 copy)
4. **Site Plan** (1 copy): Submit a site plan showing the proposed development and any existing easements, deed restrictions, and other encumbrances.
5. **Mailing Labels** (1 set): Submit one set of recent (within 90 days) mailing labels for all owners of property within a 500-foot radius of the subject property.
6. **Assessor's Maps** (2 sets): Submit the most current Assessor's maps of the property, clearly indicating all properties within 500 feet of the subject property.
7. **Vicinity Map:** Map that shows the subject property with enough information to locate the property within the larger area
8. **Legal Description** (2 copies): May be obtained from the King County Assessor's Office.
9. **Proof of "Legal" Lot Status** (2 copies): Documentation of the date and method of segregation of the subject property.
10. **Current Title Report or Plat Certificate** (2 copies): Include copies of any existing easements, deed restrictions or other encumbrances restricting the use of the subject property and a chain of title.
11. **Letter from Applicant:** Letter from the applicant narrative explaining the reasoning and/or goals for the Development Agreement.
12. **Studies or reports prepared in support of the proposal**, if applicable (3 copies).
13. **Preliminary Outline of Development Agreement** or list of proposed components which may include but not limited to: uses proposed ad total square footage and/or residential units for each use, proposed infrastructure improvements to accommodate the proposal (such as storm improvements, transportation improvements, and timing of construction), tree preservation information, public dedications proposed, phasing information, vesting provisions, terms of agreement and other such details.
14. **Applicant's Environmental Checklist** (3 copies): *Omit if development agreement accompanies a subdivision or site plan application.* All items on the environmental checklist should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable). Additional sheets may be used if necessary. The applicant will be contacted by the Department of Community Development if additional information is required. Failure to respond may cause postponement of consideration of your request.

REQUIRED APPLICATION DOCUMENTS (*continued*)

15. **Water Availability** (2 copies): The attached Water Availability Certificate must be given to the Coal Creek Utility District to complete and then returned with this application.

16. **Sewer Availability** (2 copies): The attached Sewer Availability Certificate must be given to the Coal Creek Utility District to complete and then returned with this application.

17. **Additional Information** (3 copies): Any additional information (sketches, engineering reports, petitions, photographs, etc.) that you believe will justify, clarify, or explain your request or will assist in assessing the potential impact of granting your request. The City of Newcastle may at any time request additional information or studies for these purposes.

3. Demonstrate that the development agreement will result in development that adequately mitigates impacts to public facilities including utilities, roads, public transportation, parks, recreation, and schools;

4. Describe how the development agreement will result in a development that provides greater public benefits to the community and provides superior outcomes than those that would result from strict compliance with applicable development regulations.



CITY OF NEWCASTLE

Community Development Department

MASTER LAND USE APPLICATION

Project Name: _____

Project Address/Location: _____

Parcel Number: _____

Project Description:

Type of Permit Required
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> RCBS/Binding Site Plan
<input type="checkbox"/> Comp Plan
<input type="checkbox"/> Legal Lot Status
<input type="checkbox"/> Pre-Application Conference
<input type="checkbox"/> Developer Agreement
<input type="checkbox"/> Engineering Review Permit (ERP)
<input type="checkbox"/> Preliminary Plat/Short Plat
<input type="checkbox"/> Final Plat
<input type="checkbox"/> Critical Area Review/Reasonable Use
<input type="checkbox"/> SEPA w/ Project
<input type="checkbox"/> SEPA Only
<input type="checkbox"/> Misc.

Required Information
Zoning Designation: _____
International Building Code: 2015
Occupancy Type: _____
Construction Type: _____
of Lots/Units: _____
Value of Existing: _____
Value of Proposed: _____

Applicant
Name _____
Address _____
City & State _____
Zip _____
E-mail _____
Phone _____
Signature _____

Agent (Primary Contact if not the same as above)
Name _____
Address _____
City & State _____
Zip _____
E-mail _____
Phone _____

Owner
Name _____
Address _____
City & State _____
Zip _____
E-mail _____
Phone _____
Signature _____