



## **PERMIT CENTER**

# **SUMMARY OF HALF-STREET REQUIREMENTS**

### **Informational Brochure**

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Prepared by:

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The following summary is provided to assist the public in understanding and implementing the City's required public improvements ordinance, detailing half street requirements.

### **Criteria for Half-Street Requirements**

The City code requires an applicant to make reasonable off-site public street improvements in conjunction with a proposed development activity (see Auburn City Code 12.64A).

The code applies to all applications for a building, grading, special or any permit that meet one or more of the following criteria:

- The permit is for four (4) residential dwelling units or less, and the estimated value of the proposed structural improvements exceeds 50% of the King or Pierce County assessor's value of the existing structure(s) on the subject property; or
- The permit is for commercial development, industrial development, or residential development with more than four (4) dwelling units, and the estimated value of the proposed structural improvements exceeds 25% of the King or Pierce County assessor's value of the existing structure(s) on the subject property; or
- New or additional residential, commercial, or industrial units will be created; or
- Five (5) or more new parking stalls on the subject property will be created; or
- A new access point to a public street will be created.

### **Half-Street Evaluation Process**

The process used to determine if half-street improvements will be required of the applicant is described as follows:

1. When applying for a permit that may trigger half-street improvements, the applicant will complete the top portion of the **Public Street Improvement Requirements** form, a copy of which is provided in this summary.
2. Once the applicant has submitted the Public Street Improvement Requirements form, the City will review the request and check existing street conditions adjacent to the applicant's property. The City will then complete the bottom portion of the form indicating if half street improvements are required. The completed form will then be returned to the applicant to be attached to any required permit applications.
3. If the City determines that street improvements are required, the improvements shall meet the City's current Engineering Design and Construction Standards at the time of a complete Public Facility Extension application. At the time of plan review the City will provide comments on street improvements necessary to comply with the code. The applicant may make a written request that the construction of the required street improvements be deferred or satisfied via payment of a fee-in-lieu of improvements. The City Engineer may also require the half-street requirements be deferred or satisfied via payment of a fee-in-lieu of improvements. Right of way dedication may also be required and cannot be deferred.
4. If the applicant requests a deferral of the street improvements or payment of a fee-in-lieu, the applicant must submit a request letter along with the completed Street Inventory Request form to the City. City staff will perform an evaluation to determine the feasibility of installing the improvements at the present time, or allowing a deferral of the construction or payment of a fee-in-lieu, and make a recommendation to the City Engineer. The City Engineer will then make a final determination and a letter notifying the applicant of the City's determination will be provided.

5. For those improvements either deferred or for which a fee-in-lieu is paid, the applicant shall be required:
- To execute and record a right of way dedication deed, if right-of-way dedication is required, and
  - To execute and record an agreement not to protest the formation of a future local improvement district (LID) formed for the construction of such improvements, and
  - To execute and record an agreement to defer the completion of the required improvements by the applicant until such time as the city determines the improvements are needed, or
  - To pay a fee-in-lieu of improvements based on the city's estimated costs to complete the required improvements. The City shall have the discretion to require payment of a fee-in-lieu of improvements rather than the execution and recording of deferral agreements provided that the street improvements are part of an identified project in the city's six-year transportation improvement program or other documentation and the funds can immediately be utilized for design and/or construction efforts or to leverage additional grant funding for the project, or
  - To execute a combination of agreements for the deferral and payment of a fee-in-lieu of improvements provided, the applicant's combined obligation does not exceed the extent of the total requirements for such improvements.

### **Required Half-Street Improvements**

The City Engineer shall determine in consultation with the Police; Parks, Arts, and Recreation; Planning and Development; Information Services Departments; and the local fire authority whether one or more of the following public right-of-way improvements are necessary to mitigate the impacts of one of the permitted actions identified above. Construction or provision of those improvements in the manner specified by the City Engineer shall be a condition of granting the applicable permit.

- Paved roadway on the same side of the street as the subject property;
- Street lighting;
- Sidewalks on the same side of the street as the subject property;
- Concrete curbs and gutters on the same side of the street as the subject property;
- Storm drainage systems;
- Street landscaping and appurtenances on the same side of the street as the subject property;
- Traffic control and other safety devices including, but not limited to, provisions for channelization, pavement markings, signage, pedestrian safety, and traffic calming;
- Dedication of public right-of-way on the same side of the street as the subject property.
- Conduits on arterial or collector roadways.

If the City determines that a deferral or payment of fee-in-lieu is not allowed, the applicant proposing development then has the responsibility of constructing improvements adjacent to their property. Improvements shall meet current City engineering design and construction standards for the street's classification. A Washington State licensed engineer shall design the improvements needed and submit the plans to the City for approval.

Street improvements are also required as a condition of approval for Plats and Short Plats (Auburn City Code Chapters 17.09, 17.10 and 17.12).

If you have questions or require additional information about the half-street requirements (ACC 12.64A), contact the Public Works Department at 253-931-3010 or Planning and Development Department at 253-931-3090 or at the City's Customer Service Center located on the 2<sup>nd</sup> Floor of the One Main Building at the corner of North Division Street and East Main Street.



PUBLIC STREET IMPROVEMENT
REQUIREMENTS
(REQUIRED FOR ALL BUILDING PERMITS)

Date: \_\_\_\_\_ Type of Use Proposed: [ ] Residential [ ] Industrial [ ] Commercial

Owner Name : \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Description of Action with City: \_\_\_\_\_

Site Address: \_\_\_\_\_

Current Assessed Building Value (Value of Buildings on this Parcel): \$ \_\_\_\_\_

Estimated Value of Building Improvements: \$ \_\_\_\_\_

Contact: [ ] Agent [ ] Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact eMail: \_\_\_\_\_

Applicant Signature [ ] Agent [ ] Owner:

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*Copy of Site Plan must be attached prior to submitting to Public Works Department for review\*\*

TO BE COMPLETED BY CITY STAFF

Does the number and location of driveway(s) shown on attached site plan meet City of Auburn Engineering Design Standards?

[ ] YES [ ] NO City Comments: \_\_\_\_\_

Are half street improvements required to be constructed along public street(s) adjacent to the property?

[ ] YES
[ ] NO, because (check one):
[ ] half street improvements are in place and no additional improvements are required.
[ ] action does not trigger half street improvements.

If YES, half street improvements shall meet the City's current Engineering Design and Construction Standards at the time of a complete Facility Extension application. The applicant may request a Street Delay; if granted by the City, a Street Delay Agreement will be required prior to issuance of building permit or any civil plan applications. Right of way dedication may also be required and cannot be deferred.

Name of street requiring improvements: \_\_\_\_\_

Classification of street requiring improvements: \_\_\_\_\_

[ ] Traffic Analysis is Required

Additional City Comments: \_\_\_\_\_

The public street improvement requirements listed above are based on the information regarding the proposed development provided by the above owner as of the date of this form. The City reserves the right to modify the above requirements to meet the City's requirements at the time of a complete building permit application to the City.

Street Improvement requirements reviewed by: \_\_\_\_\_

Public Works Department:

Signature \_\_\_\_\_

Date \_\_\_\_\_

# STREET INVENTORY REQUEST

(Required for Street Delay Request)

Application # \_\_\_\_\_

LEGAL NAME OF OWNER/OWNERS: \_\_\_\_\_  
(Please Print Include Spouse Name, Corporation, etc.)

MAILING ADDRESS: \_\_\_\_\_  
(Applicant)

SITE ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION OF SITE (QUARTER SECTION, TOWNSHIP, & RANGE):

PERMIT NUMBER (BLD, FAC, SPL, PLT) \_\_\_\_\_

TYPE OF PROPERTY:    Single-Family/Duplex    [ ]    Multi-Family    [ ]  
   Commercial/Industrial    [ ]    Institutional    [ ]

NEIGHBORHOOD:            My parcel is bordered by developed lots: Yes [ ] No [ ]

\_\_\_\_\_  
NAME OF OWNER/AGENT

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Area Code / PHONE NUMBER

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## FOR CITY USE ONLY

ATTACH GIS MAP OF THE PARCEL AND SURROUNDING AREAS. Use 1" = 100'  
SHOW RIGHT OF WAY, ROAD SURFACE, PARCEL LINES, BUILDINGS, STORM  
FACILITIES, AND FIRE HYDRANTS.

STREET  
CONSTRUCTION  
RECOMMENDED

STREET  
DELAY  
RECOMMENDED

NEEDS NO  
FURTHER  
ACTION