What is transportation concurrency?
Transportation concurrency is the process whereby the traffic generated by a proposed project is compared to the capacity of existing and planned transportation facilities in order to determine the impact of the proposed project on the level of service standard. Transportation concurrency is required under Chapter 11.32.030 of the Oak Harbor Municipal Code (OHMC).

When is a transportation concurrency application necessary?
Submittal of a transportation concurrency application is required for all development, except in the following instances:
1. The first renewal of a previously issued un-expired permit; provided, that substantial progress has been made;
2. Expansions or phases of projects that were disclosed by the applicant and subject to a concurrency test as part of the original application (i.e., phased development); provided, that a certificate of concurrency was issued for the expansion or subsequent phase.

Is a pre-application or review meeting required for a transportation concurrency application? No.

Is public notice or a public hearing required for a transportation concurrency application? No.

The Transportation Concurrency Application Process
There are two steps to the transportation concurrency application process:
1. Application packet submittal—A completed application form, any other submittal requirements as noted in this application package, and the appropriate fee must be submitted to the City of Oak Harbor's Development Services Department.
2. Staff review of application package—After receiving a complete application package, staff will review the information for concurrency. Any comments, requirements and/or conditions for approval will be sent to the applicant by mail. Once all necessary revisions have been made, and all requested information has been received, reviewed and approved, a certificate of concurrency will be issued.
Can an appeal be made regarding the denial of the application for a certificate of concurrency?
Yes. An applicant may appeal a denial or conditional approval of a certificate of concurrency to the City Council. Appeals must be in writing and filed within ten (10) days of the applicant’s notification of the Director’s denial or conditional approval.

How long will a certificate of concurrency last?
A certificate of concurrency will be valid for the following period of time:
   a. Certificate of concurrency issued with a final development permit shall be valid for the same period of time as the final development permit. Concurrency must be achieved no later than six years from the issuance of the building permit.
   b. Certificate of concurrency issued with a preliminary development permit shall be valid for the same period of time as the preliminary development permit. Concurrency must be achieved no later than six years from the issuance of the preliminary development permit, except that an applicant can extend the period of time by which concurrency must be achieved to a time no later than six years after occupancy and use of the development; provided the applicant produces a financial guarantee to pay for any capital improvements, or portion thereof, for which the City is unable to obtain other resources by the sixth year after the issuance of the preliminary development permit.

Fees
- Fee for a transportation concurrency application: $347.00

If you have any questions regarding the transportation concurrency application process, please contact the Permit Coordinator at (360) 279-4510.
How do I start the application process?
The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a “Counter Complete” review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is “Technically Complete”. A technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

Submittal Requirement List
The following checklist identifies required information for the transportation concurrency application submittal. All items with a number followed by an underlined space (i.e., 1.____) must be submitted before the application will be considered “Counter Compete”. All items with a check box (i.e. ☐) must be complete for the application to be determined “Technically Complete”.

Transportation Concurrency Submittal Requirements
Please submit the number of copies as specified below.
(except for the application fee):

1.____ APPLICATION FORM (separate form) – 1 copy of the application form shall be completed and the applicant shall sign at least one original copy in ink;

2.____ APPLICATION FEE – The fee for a transportation concurrency application shall accompany the application;

3.____ TRAFFIC STUDY – 1 copy A traffic study shall be submitted as part of the application package. Note: The most recent ITE Manual shall be used to generate trip
information used in calculation of the transportation impact fee associated with this application unless otherwise agreed upon by the City in writing.

4. ___ PDF file (CD with all project documents) ___
Project Information

Project Name: ____________________________________________________________

Project Address: _____________________________________________________________________________

Description of Work: ____________________________________________________________________________

Assessor Parcel Number(s): ___________________________________________________________________

Land Area (sq. ft. or acres): ______________________ Zoning District: _______________________________

What is the Project Valuation (best guess, if necessary) $__________________________

Applicant Information

Applicant Name: ____________________________________________________________

Address: _____________________________________________________________________________

City/State: ________________________ Zip: _____________ Phone/Fax: _____________________________

Email: _____________________________________________________________________________

Applicant’s Interest to Property* (check one):

☐ Owner ☐ Owner’s Agent ☐ Lessee ☐ Contractor ☐ Licensed Architect ☐ Licensed Engineer

☐ Other (specify)___________

Primary Contact (if other than applicant)

Name: ____________________________________________________________

Address: _____________________________________________________________________________

City/State: ________________________ Zip: _____________ Phone/Fax: _____________________________

Email: _____________________________________________________________________________

Property Owner(s) (if other than applicant)

Name: ____________________________________________________________

Address: _____________________________________________________________________________

City/State: ________________________ Zip: _____________ Phone/Fax: _____________________________

Email: _____________________________________________________________________________

*Documentation demonstrating authorization to sign applications on behalf of the Owner(s) is required.
All Persons/Firms having an ownership interest in the property:

Name: ____________________________________ Phone: ________________________________

Name: ____________________________________ Phone: ________________________________

Name: ____________________________________ Phone: ________________________________

Architect / Engineer:

Name: ____________________________________ Address: ________________________________

City/State: ________________________________ Zip: ____________ Phone/Fax: ________________________________

Email: ________________________________

Architect / Engineer:

Name: ____________________________________ Address: ________________________________

City/State: ________________________________ Zip: ____________ Phone/Fax: ________________________________

Email: ________________________________

Contractor:

Name of Business: ______________________________________________________________________________

Contact Person: _______________________________________________________________________________

Address: ______________________________________________________________________________________

City/State: ________________________________ Zip: ____________ Phone/Fax: ________________________________

Email: ________________________________

WA State Contractors License: ______________________________________________________________________

City of Oak Harbor Business License: ______________________________________________________________________

Authorization

I declare under penalty of the perjury laws that the information I have provided on this form/application is true, correct, and complete.

______________________________________________________________
Applicant Signature* Date

*Documentation demonstrating authorization to sign applications on behalf of the Owner(s) is required.
**Permit Type** (check all that apply)

- Building
- Land Use
- Engineering
- Grading Only
- Land Clearing Only
- Demolition Only
- Residential Construction
- Commercial Construction

**Permits Requested** (check all that apply)

- Accessory Dwelling Unit
- Final Plat
- SEPA Review
- Annexation
- Grading
- Site Plan
- Appeal
- Land Clearing
- Short Plat
- Binding Site Plan
- Lot Combination
- Shoreline
- Boundary Line Adjustment
- Pre-Application
- Transportation Concurrency
- Civil Plan Review
- PRD
- Variance
- Conditional Use
- Preliminary Plat
- Zoning Code Text Amendment
- Other

Are you requesting to process the applications individually per OHMC 18.20.360(1)?
- Yes
- No

**Project Details** (fill in all applicable sections)

**Ground Disturbance:**  
- Yes  
- No  
If yes, completes the following questions:

Is disturbance greater than 100 cubic yards?  
- Yes  
- No

Type of equipment to be used

Total cubic yards of excavation Total cubic yards of fill

**Critical Areas:**

Does the site contain a critical area as defined in OHMC 20.12.030(2)?
- Yes  
- No  
- Unknown

If yes, please state critical area type(s)

**Shoreline:**

Is construction planned within 200 feet of ordinary high water?  
- Yes  
- No  
- Unknown

**Floodplain:**

Is the project site/property/or portions of the property within a floodplain?  
- Yes  
- No  
- Unknown

*Documentation demonstrating authorization to sign applications on behalf of the Owner(s) is required.*
**Stormwater:**
Will the completed project result in 2,000 or more square feet of impervious surface? □ Yes □ No □ Unknown
Total replaced new and impervious surface (in sq. ft)______________________
What is the stormwater facility type(s) proposed to be used for the project? ___

**Project Details (fill in all applicable sections)**

**Land Clearing:** □ Yes □ No If yes, complete the following questions:
Percentage of land to be cleared____ Types of vegetation to be removed____________________________
Garry Oaks on the property? □ Yes □ No Estimated date of clearing______________________________
Type of equipment to be used________________________________________________________________

**Transportation Concurrency:**
Licensed Traffic Engineer______________________ Phone________________ Email_________________
Total length of public streets ___________________ Total length of private streets____________________
Existing property use________________________

**Land Use Data:**
Sq ft of new construction______________________ Existing property use_______________________
Proposed Property Use_______________________ Housing Type Proposed_______________________
Proposed Number of Buildings ________________ Number of Existing Dwelling Units_____________
Number of Proposed Dwelling Units_____________ Number of Existing Parking Spaces___________
Number of New Parking Spaces________________ Number of Existing Lots_______________________
Number of New Lots Proposed__________________ Proposed Density__________________________

*Documentation demonstrating authorization to sign applications on behalf of the Owner(s) is required.*