



CITY OF OAK HARBOR
Development Services Department

**Transportation Concurrency
Review Process I**

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.



Transportation Concurrency Review Process I Submittal Requirement List For Transportation Concurrency

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) __



City of Oak Harbor
Development Services Department
865 SE Barrington Drive, Oak Harbor, WA 98277
<http://www.oakharbor.org>

Phone: 360-279-4510

Summary Application

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)

<input type="checkbox"/> Accessory Dwelling Unit	<input type="checkbox"/> Final Plat	<input type="checkbox"/> SEPA Review
<input type="checkbox"/> Annexation	<input type="checkbox"/> Grading	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Appeal	<input type="checkbox"/> Land Clearing	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Lot Combination	<input type="checkbox"/> Shoreline
<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Pre-Application	<input type="checkbox"/> Transportation Concurrency
<input type="checkbox"/> Civil Plan Review	<input type="checkbox"/> PRD	<input type="checkbox"/> Variance
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Code Text Amendment
<input type="checkbox"/> 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_____

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