



TRANSPORTATION CONCURRENCY

PURPOSE

Transportation concurrency is one of the goals of the Growth Management Act. To comply with this goal the City is required to ensure the timely construction/installation of transportation improvements relative to the demand for them.

Mount Vernon Municipal Code (MVMC) Chapter 14.10 contains the City's traffic concurrency requirements. Concurrency evaluations are prepared by the City or their traffic engineering consultant to ensure consistency with previously approved and pending developments and compliance with the municipal code.

SUBMITTAL REQUIREMENTS

ITEMS REQUIRED TO BE SUBMITTED FOR TRANSPORTATION CONCURRENCY APPLICATIONS

ONE COPY OF EACH OF THE BELOW LISTED ITEMS IS REQUIRED TO BE SUBMITTED

1. TRANSPORTATION APPLICATION FORM

This form is accompanying this handout identified as page 2 of 2.

2. PROJECT NARRATIVE

The project narrative is required to contain all of the following information:

- a. The existing site and building use;
- b. Detailed description of all the intended uses within all buildings and/or improvements;
- c. Detailed description of the size of the project site, size of the proposed buildings and description of all planned site improvements;
- d. Expected timing of occupancy, i.e. month/year; and,
- e. Description of any proposed phasing.

3. PRELIMINARY SITE PLAN

Provide a copy of a preliminary site plan, to scale, that depicts the following:

- a. Building footprint(s);
- b. Location of access points to existing roadways;
- c. All street names labeled;
- d. Parking stall location(s);
- e. Any new roadways proposed with the project; and,
- f. Any roadway improvements proposed by the project.

4. VICINITY MAP

Provide a copy of a vicinity map, to scale, that identifies the following:

- a. Subject property with its boundaries clearly identified; Location of the property showing the nearest street intersections also showing a distance of no less than 500 feet around the site; and,
- b. Label the map with the site's address and/or parcel identification number.

5. FEES

Application fees for traffic concurrency reviews are calculated by the City once the scope of a project can be accurately determined

OTHER NOTEWORTHY ITEMS

- The Mount Vernon Municipal Code can be found on the City's website at www.mountvernonwa.gov or can be obtained at City Hall during normal business hours.
- Prior to submitting an application, the City encourages Applicants to apply for and attend a pre-application meeting through the Development Services (DS) Department to discuss their proposal. The DS Department will provide assistance and detailed information on the City's requirements and standards at pre-application meetings. The City can process a traffic concurrency review only after a complete application is submitted and application fees are paid.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.



PERMIT NUMBER: _____

① PROPERTY PROJECT IS PROPOSED ON

ADDRESS:

PARCEL
NUMBER(S):

② PROPERTY OWNER INFORMATION

NAME:

ADDRESS:

CITY

STATE

ZIP

TELEPHONE:

CELL:

EMAIL:

③ APPLICANT OR CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR
ANYTHING RELATED TO THIS PERMIT?

Applicant

Property Owner

Other (list below)

NAME:

ADDRESS:

CITY

STATE

ZIP

TELEPHONE:

CELL:

EMAIL:

④ OTHER INFORMATION

PROJECT SUMMARY:

(your detailed project description should be
submitted separately)

⑤ ACKNOWLEDGEMENTS & SIGNATURE

INITIAL HERE

I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, this permitting process will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Development Services Department could require an entirely new application to be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for making the City aware of these changes.

INITIAL HERE

I understand that concurrency review can be completed while a project is in its preliminary stages. However, if there are substantial changes in the project after the initial concurrency review, a new review may be necessary; which means that new review fees may be required to be paid by the applicant.

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name