



City of Gig Harbor

Transportation Concurrency Management Program

Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please circle one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ Total Acreage _____

3. Parcel # _____ Attach a Legal Description, Vicinity Map, and Site Plan

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Capacity Reservation Certificate does not constitute land use or development approval.

Existing

- ☐ Short Plat ☐ Commercial/Industrial ☐ Mixed use
☐ Sub-division ☐ Multi-family (3+ units) ☐ Single-Family

Proposed

- ☐ Short Plat ☐ Commercial/Industrial ☐ Mixed use
☐ Sub-division ☐ Multi-family (3+ units) ☐ Single-Family

Phasing Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

5. Number of New PM Peak hour trips _____

☐ **Proposed Site Design Information** (attach Legal Description and a site plan depicting proposed road/driveway access point(s) for the development)

6. Land Use Codes: GHMC 19.10.011

(Most recent edition of Trip Generation from the Institute of Transportation Engineers)

Upon submission and acceptance of this completed Transportation CRC application, the Director shall conduct a Traffic Model Run and issue a Traffic Report for those applications meeting the requirements of the City of Gig Harbor Municipal Code, Section 19.10.003(B)(1). In performing the concurrency evaluation for transportation facilities, the Director shall determine, based on the conclusion of the Traffic Report, whether a proposed development can be accommodated within the existing or planned capacity of City transportation facilities.

If the Director determines that the proposed development will cause the Level of Service (LOS) of a city-owned transportation facility to decline below the Standards adopted in the transportation element of the city's comprehensive plan, and improvements or strategies to accommodate the impacts of development are not planned to be made concurrent with development, a Transportation CRC and the underlying development permit, if such an application has been made, shall be denied. Upon denial, the applicant may perform one of the following:

1. Appeal the findings of the Traffic Report in accordance with GHMC 19.10.021;
2. Offer alternative data and/or perform an independent traffic impact analysis at the applicant's sole expense in

support of alternative conclusions. Any study shall be in accordance with GHMC 19.10.027;

3. Modify the development proposal to lessen the traffic impacts and/or identify voluntary transportation improvements as mitigation to be provided by the applicant at the applicant's cost and re-apply for capacity review. Re-application shall require re-payment of the Traffic Report preparation fee in accordance with GHMC 19.10.011(B); or
4. Withdraw the CRC application.

☐ **Intent of Request for Credit: GHMC 19.12.083**

- A. Credit Allowed. The Director shall reduce the calculated proportionate share for a particular development by giving credit for the benefit factors described in this section.
- B. Procedure for Obtaining Credit, Time to Request Credit. **Request for credits** against impact fees will not be considered unless the developer makes the request in writing, concurrent with submission of the application for the underlying development permit triggering the impact fee. For example, credit for impact fees relating to a preliminary plat must be submitted concurrent with submission of the application for the preliminary plat application, not the final plat or building permits for development in the plat.
- C. Benefit Factors. The Director will consider the following benefit factors when determining whether an impact fee credit is appropriate:
 1. Developer's Dedication of Land and/or Construction of System Improvements. The value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities required by the city that are identified in the capital facilities plan and that are required by the city as a condition of approving the development activity, as long as the following conditions are satisfied.
 - a. The system improvements are located on land owned by the city; and
 - b. A designated public owner is responsible for permanent, continuing maintenance and operation of the system improvements; and
 - c. The Director determines that the system improvements correspond to the type(s) of transportation system improvements that are reasonably related to the development as determined pursuant to this chapter; and
 - d. The Director determines an analysis of supply and demand data of the Six-Year Transportation Improvement Plan (TIP) that the proposed transportation system improvements better meet the city's need for transportation system improvements than would payment of funds to mitigate the transportation impacts of the development;
 - e. In the determination of credit toward the impact fee, the Director shall also consider the extent to which the proposed dedication or conveyance meets the following criteria:
 - i. The land should result in an integral element of the Gig Harbor road system;
 - ii. The land is suitable for future transportation facilities;
 - iii. The land is of appropriate size and of an acceptable configuration;
 - iv. The land has public access via a public street or an easement of an equivalent width and accessibility;
 - v. The land is located in or near areas designated by the city on land use plans for park, trail or recreational purposes;
 - vi. The land provides linkage between Gig Harbor and/or other publicly owned recreation and transportation properties;
 - vii. The land has been surveyed or adequately marked with survey monuments, or is otherwise readily distinguishable from adjacent privately-owned property;
 - viii. The land has no known physical problems associated with it, such as the presence of hazardous waste, drainage, erosion or flooding problems which the director or superintendent determines would cause inordinate demands on public resources for maintenance and operation;
 - ix. The land has no known safety hazards;
 - x. The developer is able to provide documentation, as nearly as practicable, of the land's compliance with the criteria of this subsection, and of clear title;
 - xi. The developer is able to provide and fund a long-term method, acceptable to the Director, for the management and maintenance of the land, if applicable.
- D. Requirement for System Improvement Plan. When the Director has agreed to a developer's proposal to satisfy some or all of the impact fee through the purchase, installation and/or improvement of transportation facilities, the developer shall prepare and submit a system improvement plan to the Director, for approval prior to recordation of a plat or short plat for subdivisions, and prior to issuance of a building permit for all other developments.
- E. Amount of Credit. The credit against the impact fee shall be equal to the fair market value of the purchased/dedicated property or equal to the cost of the completed system improvements. In those situations in which a developer has not yet installed or constructed system improvements and **requests a credit** for the system improvement(s), the City Engineer shall estimate the cost of the system improvements, which shall be the credit allowed to the developer in the decision on the amount of the impact fee. If a credit is granted for a system improvement that has not been constructed, the developer shall pay the full impact fee without the credit, at the time established in GHMC [19.12.110](#). After construction and/or installation of the system improvement, the developer may **request the credit** granted by the engineer under this subsection, and the city shall refund the difference of the impact fee to reflect the credit; provided, that if the city and the property owner have entered into a development agreement on or before the effective date of the ordinance codified in this section, and the agreement requires the construction of such improvements, the city may allow a credit to be subtracted from the impact fee paid at the time established in GHMC [19.12.100](#).

- F. PRDs, PUDs and Mobile Home Parks. A developer of a planned residential development, a planned unit development or a mobile home park may receive credit only for park, school and transportation facilities provided in addition to those normally required under SEPA for such developments pursuant to Chapter [18.04](#) GHMC.
- G. Credit to Apply Proportionately to Units. The amount of credit determined pursuant to this subsection shall be credited proportionately among all of the units in the development, and the impact fee for each unit for which a permit or approval is applied shall be reduced accordingly.
- H. Limits on Credit Requests. Applicants may not request that an impact fee credit be provided for a proposed development based on taxes, user fees, assessments, improvements, payments or other benefit factors applicable to property that is not included within the proposed development.
- I. Local Improvement Districts. Applicants shall receive credit against the impact fee equal to the amount of an LID assessment paid for transportation-related system improvements identified by the Director as increasing transportation system capacity.
- J. Appeals of Credits. The Director shall issue a written decision on the developer's request for a credit of the impact fee calculation, which shall explain why the credit was granted or denied. The developer may request reconsideration and appeal the impact fee amount and credit pursuant to GHMC [19.12.170](#). If the procedures in GHMC [19.12.170](#) are not timely followed to request an appeal of the credit, the Director's decision on the impact fee credit shall be final. (Ord. 1079 § 2, 2007).

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____

Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

City Road Segment: _____

Approved Reservation Capacity: _____ P.M. Peak Hour trips

City Engineer Approval: _____

Date: _____