



CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

PLANNED RESIDENTIAL DEVELOPMENT (PRD)

For more information, refer to Snohomish Municipal Code (SMC) 14.220

WHAT IS A PLANNED RESIDENTIAL DEVELOPMENT?

A Planned Residential Development (PRD) is a subdivision review process in which the applicant is granted increased flexibility and opportunity to use creative and innovative methods and approaches in the design, which would not typically be available under conventional development standards.

WHAT ARE THE APPLICABILITY REQUIREMENTS FOR A PRD?

To be eligible for a PRD, the site must be located within a Single Family Residential land use designation (6 units per acre), or a Low Density Multi-Family land use designation (12 units per acre) and be eligible for subdivision. In addition, the presence of Critical Areas will result in a reduction of developable density by normal subdivision action by at least one dwelling unit.

WHAT IS THE PERMIT PROCESS?

PRD applications are processed as Type 6 permits in association with a Preliminary Plat application. Final PRD applications are processed as Type 2 permits.

For the preliminary PRD, the City Planner reviews the application and issues a staff report, which is then considered by the Hearing Examiner in a public hearing. A finding of conformance (with or without conditions), or non-conformance will also be issued for the design review. Design reviews are evaluated for conformance with the Snohomish Design Standards and Guidelines outside the Historic District.

Final PRDs are approved only after the requirements set forth in the preliminary stage have been accomplished. They are approved by the City Council.

HOW DO I BEGIN?

PRD proposal applicants are required to participate in a Pre-Application Review, prior to formal submittal of the project. The Pre-Application process is an opportunity for applicants to meet with all city departments, for specific feedback on issues involving land use, street and utility improvements, building codes, and city code compliance.

Pre-Application reviews are two-tiered. A Conceptual review is optional and encouraged for all Permit types. Detailed reviews are required for Type 3-6 Permits. Pre-Application Submittal forms and information are available online, or at City Hall, 116 Union Avenue.

DO I HAVE TO SUBMIT BUILDING PLANS WITH A PRD?

The submittal shall include information as to the design of the residential units to be included within the PRD.

WHAT ARE THE DEVELOPMENT FEES?

The fees submitted at the time of application are an estimate to cover the actual cost of processing your application. City costs will be deducted from your deposit balance as they occur. If the deposit balance becomes insufficient to cover the cost to process your application, an additional deposit will be required.

A Planned Residential Development submittal fee is required for all PRD application submittals, in addition to the cost per acre of land being developed, and cost per unit being built.



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WHAT IS THE PROCESS FOR THE HEARING EXAMINER?

The Planning department will notify you of your hearing date. Based on the staff report, the project file, applicable codes, and testimony from staff, the public, and the applicant, the Hearing Examiner will typically issue the final decision within 10 working days of the hearing.

You or your representative must appear at the hearing so the Hearing Examiner can ask questions about your application. If you are unable to attend, or if you'd like to withdraw your application, please notify Planning & Development Services in writing at least 10 days in advance of the scheduled hearing.

WHERE ARE THE HEARINGS HELD?

Hearings are held in the George Gilbertson Board Room at 1601 Avenue D, Snohomish School Administration Building.

HOW DO I APPEAL THE HEARING EXAMINER'S DECISION?

Appeals of Hearing Examiner decisions are made to the Superior Court and must be filed within 21 days of the date of the Hearing Examiner's decision (SMC 14.75.030).

WHAT DOES THE CITY NEED TO REVIEW MY APPLICATION?

The City has very specific requirements for PRD submittals. In addition to the PRD and Land Use Application forms, the City requires mailing labels for all property owners within 300 feet of the site. Submittals also must include studies and reports on geotechnical, traffic, drainage, flood control, and critical areas, as applicable, and a SEPA Checklist. A current title report is required, as are complete development plans and existing conditions maps. A **PRD submittal checklist** is included in this packet, and shall be used as a guide for your submittal.

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360) 568-3115.