



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE FAMILY)

CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE FAMILY RESIDENCE) APPLICATION – INTRODUCTION

(TYPE I DECISION)

What does Type I refer to?

Type I decisions are administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

What is a Certificate of Water/Sewer Availability?

A certificate of water/sewer availability confirms the availability or unavailability of water and sewer utilities for proposed development in unincorporated areas outside of Auburn city limits.

Water and sewer is generally only extended to development occurring within the City's potential annexation areas. If the property requesting water and sewer is adjacent to the City, it will be annexed before receiving city services. In cases where immediate annexation of property is impractical, due to constraints in providing adequate city services or other reasons, the certificate also functions as a legal, binding commitment to annex to the City whenever the City deems appropriate and as a development agreement.

What is a development agreement?

A development agreement contains provisions that require the property owner(s)/developer(s) requesting water/sewer service to conform to all applicable city development standards.

It ensures that a property will be consistent with city development standards at time of annexation, making it less likely that the city will have to expend public funds to address a substandard development after annexation.

What if my development cannot meet city development standards?

If the single-family residential development cannot meet city development standards, it must be submitted as a certificate of water/sewer availability application for general development. Please refer to the information packet for general development applications for guidelines regarding how to request modifications to city development standards as they apply to a particular project.

When can/should I submit a Certificate of Water/Sewer Availability application?

An application for a certificate of water/sewer availability should be filed by the property owner or property owner's representative **BEFORE** submittal of development applications to the County.

The County will not process any development applications unless the City agrees to extend its water and sewer services to the subject property or unless the City allows construction/modification of a private well/septic system if it does not extend its services.

What are the differences between the Single-Family Residence and General Development applications?

Single-family residence applications are not required to show certain elements required to be shown on a general development application's site plan. Also, single-family residence applications in compliance with city development standards are not subject to a public hearing conducted by City Council's Planning and Development Committee.

CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE FAMILY RESIDENCE) APPLICATION – INTRODUCTION [CONTINUED]

What is the review process like for Certificate of Water/Sewer Availability applications?

1. Once a certificate of water/sewer availability application is deemed complete, City staff will conduct review of the application and draft a development agreement if the City's development standards can be met by the application.
2. The signed development agreement will be submitted to the County for recording by the applicant.
3. Certificates of Water/Sewer Availability are issued after the applicant returns the signed and recorded development agreement to the City.

Planning Department (Review/Draft Development Agreement) → County (Recording) → City (Certificates Issued)

What are the criteria against which the Certificate of Water/Sewer availability will be reviewed?

Per ACC 14.18.040, in reviewing applications for certificate of water/sewer availability, City staff will consider:

1. The availability of water and sewer;
2. The conformance of the proposal to any plans, city policies, or regulations pertaining to streets/utilities;
3. Other issues related to the interests and responsibility of the applicable departments and divisions;

Per ACC 14.18.070, the development agreement will be recommended for signing only if the City confirms the following:

1. Consistency with city development standards;
2. Consistency with the City's comprehensive plan; and
3. The property cannot be annexed immediately.

How long before I am notified if my application is complete?

At the time you submit an application, you must submit all of the written and graphic information listed in this application under "Certificate of Water/Sewer Availability Application Submittal Checklist": Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

How long before I know if the Certificate of Water/Sewer Availability has been approved (with or without conditions) or denied?

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days.

It typically takes 15-21 days for the certificate of water/sewer availability to be obtained, though exceptions to City standards and incomplete applications will lengthen the process.



**CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE
FAMILY RESIDENCE) APPLICATION – INTRODUCTION
[CONTINUED]**

How long is the Certificate of Water/Sewer Availability valid for?

Certificates of Water/Sewer Availability expire one year from issuance, but can be renewed as long as the terms of the original development agreement can still be met. Development agreements run with the title of the property.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.



CITY OF AUBURN
 Planning & Development Department
 Auburn City Hall Annex, 2nd Floor
 1 East Main Street
 Auburn, Washington 98001-4998
 Tel: 253.931.3090
 Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEES PAID: _____ **CHECK/CASH:** _____
SUBMITTAL DATE: _____
LAND USE DESIGNATION: _____

CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE FAMILY RESIDENCE) APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ PRINTED NAME: _____
 (Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ PRINTED NAME: _____
 (Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ PRINTED NAME: _____
 (Signature Required)

Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____ EXISTING USE OF SITE: _____

ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROPOSED USE OF SITE: _____

AREA TO DEVELOPED (s.f.): _____



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

**CERTIFICATE OF WATER/SEWER AVAILABILITY
APPLICATION (SINGLE FAMILY)**

**CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE
FAMILY RESIDENCE) – AUTHORIZATION**

(A copy of this letter must be submitted for each property owner involved)

I, _____ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [] have not appointed anyone, or [] have appointed _____ , to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

Signature

Printed Name

Date

City and State where signed

Address



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

**CERTIFICATE OF WATER/SEWER AVAILABILITY
APPLICATION (SINGLE FAMILY)**

**CERTIFICATE OF WATER/SEWER AVAILABILITY (SINGLE
FAMILY RESIDENCE) – SUBMITTAL CHECKLIST**

DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the Certificate of Water/Sewer Availability (Single Family Residence) application review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

APPLICATION FEES - Make checks payable to the City of Auburn

No application fees for single family

WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Certificate of Water/Sewer Availability (Single Family Residence) Application Submittal Checklist. **(One original and 9 copies)**
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **LEGAL DESCRIPTION** of the property requiring a certificate of water/sewer availability. Said property must be described with a “metes and bounds” legal description, unless the property is part of a recorded subdivision. Include the parcel number (tax I.D. number).

PLANS & GRAPHICS - Total of seven (7) copies unless otherwise noted

- A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) on paper no larger than **24x36”**, at **1”=100’** or larger. An index sheet of the same size is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.
- B. **SITE PLAN DRAWING – GRAPHIC REPRESENTATION** The following graphic features shall be shown on the drawing:
 - 1. North arrow and numeric/graphic scale;
 - 2. Boundaries and dimensions of the property;
 - 3. Adjacent public and private streets;

- 4. Easements, existing and proposed;
- 5. Location and size of all fire hydrants;
- 6. Location of buildings, including setbacks;
- 7. Topography of site and surrounding area
- 8. Location and height of fences;
- 9. Height of structures;
- 10. Points of access, interior streets, and driveways, existing and proposed;

C. **VICINITY MAP** A vicinity map sufficient to define the property location and boundaries.