



CONCURRENCY MANAGEMENT GUIDELINES

What is “Concurrency Management”?

You will not find it in any dictionary! However, with the adoption of the *Growth Management Act* in 1991, the State Legislature introduced the term “Concurrency Management”, meaning that capital facilities shall be “concurrent” with new development or redevelopment. The *Growth Management Act* requires each City to determine which capital facilities shall be “concurrent.” The City of Kirkland has determined that water, sewer, and the adopted Level of Service for traffic are the capital facilities which shall be “concurrent.” This means that capital facilities must be available at locally established Levels of Service with completion of new development. Kirkland’s Levels of Service are identified in the adopted Comprehensive Plan. The concurrency review will check to ensure that waste and sewer mains exist or will be constructed with each project and that the established traffic Level of Service at certain system intersections will be maintained. For most projects the process will be a simple and brief procedure.

Certain development permits are exempt from concurrency review. Please see the Kirkland Municipal Code Title 25 for the exemption list.

So what do I do now?

To apply for traffic concurrency management review, please submit the following to the Public Works Department:

- The attached Concurrency Management Review application (fill out to the best of your knowledge) and **review fee**
- For traffic concurrency, a trip generation letter that includes:
 - Vicinity map showing the approximate project site
 - Address and/or tax parcel number(s) of the project if known (for the purpose of locating it within the BKR traffic model Traffic Analysis Zone (TAZ).)
 - Preliminary Site plan
 - Description of the project (ex: size, number of units, sq footage of commercial use, etc)
 - Location of the project’s vehicle access points as they connect to the roadway network
 - Land Use type (in accordance with Institute of Transportation Engineers, ITE) or a best description
 - Description and size of the previous use(s), if any
 - AM peak, PM peak, and daily trip generation
 - Year of anticipated completion and full occupancy of the project. If the project will be completed in phases, then provide a phase program in a table format with build-out year and trip generation for each of the phases.

The concurrency test must be passed and the test decision notice received **before** a development permit (zoning or subdivision application) or building permit can be submitted. The concurrency test notice is not an approval or a permit to build it only allows the applicant to proceed with the permitting process.

What are the deadlines and is there an appeals process?

As stated on the application form, there are several deadlines to be aware of to maintain your traffic concurrency “vesting.” You will not receive notice of these expiration dates so you will need to plan ahead and make note of these deadlines.

If your application does not pass concurrency you may request a reconsideration of that decision if you meet the criteria stated in the Kirkland Municipal Code Title 25. If your application does pass concurrency, the public can appeal the concurrency test notice decision. However, the appeal process does not begin until SEPA is complete and a determination is issued. Thus, you may want to complete the SEPA review process in a timely manner.

What if I still have questions?

For more information about the general concurrency review process, please refer to Kirkland Municipal Code Title 25. For more information about traffic information needed for concurrency review or the status of your application, please contact Thang Nguyen, Public Works Department at (425) 587-3869, or at tnguyen@ci.kirkland.wa.us.



CITY OF KIRKLAND CONCURRENCY MANAGEMENT REVIEW APPLICATION

- PLEASE PRINT CLEARLY -

Site Address (if available or known):	Permit # (to be filled out by the City)

Property Tax Account Number (for record keeping) _____	
Description of Project: # of units _____ SF _____ MF _____ sq. footage of building _____	
Office _____ Retail _____ Industrial/Manufacturing _____ Institutional _____ Mixed Use _____ Other _____	
Property Owner or Agent _____	Phone _____
Property Owner's Address _____	City, Zip Code _____
Contact Person _____	Phone _____
Address _____	City, Zip Code _____
Alt Phone _____	Fax # _____ email _____
Applicant has provided:	
<input type="checkbox"/> Preliminary Traffic Information: Forecasted Trip generation and project description.	
<input type="checkbox"/> Review Fee based on estimated number of gross PM peak trips:	
Less than 20 trips.....\$531.00 + \$6.90* = \$537.90	51-200 trips.....\$1487.00 + \$19.33* = \$1506.33
21-50 trips... ..\$743.00 + \$9.66* = \$752.66	Greater than 200 trips...\$1911.00 + \$24.84* = \$1935.84
*Mybuildingpermit.com surcharge	
Receipt No. _____	and Date Paid _____
Note: Once the concurrency test result has been determined, changes to the development project that require additional review will be billed on an hourly basis.	

CONCURRENCY TEST DEADLINES (KMC Title 25)

The concurrency test notice shall expire and a new concurrency test application is required unless:

1. A complete SEPA checklist, traffic impact analysis and all required documentation relating to the traffic impact analysis as requested by the City review official is submitted to the City within **90** calendar days of the concurrency test notice.
2. A Certificate of Concurrency is issued or an extension is requested and granted by the Public Works Department within **one year** of issuance of the concurrency test notice. (A Certificate of Concurrency is issued at the same time a development permit or building permit is issued if the applicant holds a valid concurrency test notice.)
3. A Certificate of Concurrency shall expire if the associated zoning and/or building permit expires and shall expire six years from the date of issuance of the concurrency test notice if all building permits are not issued for buildings approved under the concurrency test notice.

APPEALS (KMC Title 25)

The concurrency test notice may be appealed by the public or agency with jurisdiction. The concurrency test notice is subject to an appeal until the SEPA review process is complete and the appeal deadline has passed.

I have read the above information regarding expiration deadlines and appeal process. I further understand that the issuance of the concurrency test notice is not an approval or a permit to build and the concurrency test notice is not a guarantee that the City will issue a development permit or building permit.

PROPERTY OWNER: _____ DATE: _____

APPLICANT (if different from property owner): _____ DATE: _____