



SPECIFIC AREA PLAN (SAP) OVERLAY APPLICATION

Liberty Lake Community Development Department

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A Pre-Application Conference is required prior to submitting this application. To schedule a Pre-Application Conference, please contact the Community Development Department.

Purpose:

Specific area plan overlay districts ("specific plans") describe in more detail the type of development planned for a specific area than is typically found in a comprehensive plan or zone map. The area covered by a specific plan can include multiple parcels and landowners, or a single large parcel. Some of the characteristics of specific plans are:

- A. Designation of site-specific land uses (e.g., for individual parcels);
- B. Design standards or a development style specific to a geographic area (e.g., Transit Oriented Development);
- C. Detailed description of public facilities needed to serve development;
- D. The plan is adopted through a consensus-based process involving property owners;
- E. Streamlined development review for projects that are part of the plan; and
- F. May include intergovernmental agreements and complimentary zoning for sites that cross jurisdictional boundaries (e.g., between city and county).

Specific plans usually focus on some unique feature of the site, such as natural resources, economic activity, or desired neighborhood character. Specific plans may be used for large undeveloped areas, or partially developed areas with potential for infill and redevelopment. Specific plans do not require phasing or a timeframe for development, and an application for future development (i.e., subdivision and/or site plan) need not accompany the application for specific plan approval. However, all land use applications for property within the specific plan area are required to comply with the specific area plan overlay districts policies and regulations.

Criteria For Establishing Specific Area Plan Overlay Districts

A Specific Area Plan (SAP) Overlay District is adopted by the City Council through a City Ordinance. The adoption of the SAP ordinance shall conform to the following standards and procedures:

- A. Comprehensive Plan Amendment and/or Zoning District Change Required. Specific Area Plan Overlay Districts are adopted by ordinance as an amendment to both the Comprehensive Plan and Chapter 2 (Zoning Districts) of the Development Code; except that only a zoning district change shall be required when the specific area plan is consistent with the Comprehensive Plan. If an amendment to the text of the Comprehensive Plan or the Land Use Map is required, then the SAP Overlay request will only be reviewed once a year during the Comprehensive Plan annual review period. Specific area plans that cover unincorporated areas within the UGA shall also require amendment to Spokane County's Comprehensive Plan and/or Zoning and shall comply with the Countywide Planning Policies for joint planning.
- B. Specific Area Plan (SAP) Overlay District Criteria. Specific Area Plan Overlay Districts shall meet the following minimum standards for adoption, in addition to the amendment criteria in Article 10-4F of the City Development Code:
 1. **Specific Area**. The overlay district is necessary to provide land use or development standards tailored to a specific geographic area and development program, that cannot otherwise be provided through conventional zoning.
 2. **Land Use Compatibility**. The overlay district provides equal or greater compatibility with surrounding land uses than what would likely occur with conventional zoning.

3. Critical Areas. The overlay district provides equal or greater protection to critical areas than what would likely occur with conventional zoning.
4. Efficient Land Use. The overlay district promotes efficient land use by allowing housing and commercial development at densities that are equal to or greater than the densities that would be allowed with conventional zoning. The overlay district may provide for density transfers or transferable development rights as a method of providing efficient land use while protecting critical areas.
5. Land Use and Transportation Relationship. The overlay district provides equal or greater opportunities for alternative modes of transportation (e.g., walking, bicycling, transit) than what would likely occur with conventional zoning by:
 - encouraging or requiring mixed-use development where applicable;
 - providing a master plan with direct and convenient pedestrian and bicycle connections between all land uses; and
 - providing transit service where applicable.
6. Design Standards. The design standards of Chapters 2 and 3 shall apply to all development, unless the SAP provides development design standards (see 10-2M-3C above) that are equal to or greater than the standards that would be required with conventional zoning (e.g., building orientation, parking, open space, architectural guidelines, etc.). Development standards specified in the SAP ordinance are binding and take precedence over standards in Chapter 2 or 3.

APPLICATION - PART 1

Items below must be submitted electronically with your application, as applicable:

- **Application Form & Fees**
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees and associated environmental fees (contact Community Development Department for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the SAP Overlay request).*
- **Specific Area Plan Maps**
Submit an electronic copy of each of the SAP Overlay proposal maps (Boundary Map, Specific Area Plan Map, and Conceptual Development Plan).
- **Specific Area Plan Overlay Text**
Submit a copy of the SAP Overlay proposal text (Itemized Comparison List, Name & Purpose of Overlay District, Implementation, Land Use & Development Standards, and Additional Information).
- **Assessor's Section Maps**
Submit an electronic copy of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.
- **Zoning Section Map**
Submit an electronic copy of the official zoning map with the boundary of the proposed SAP Overlay district indicated in red. The zoning boundary shall be stamped by a licensed land surveyor.
- **SEPA Checklist**
- **Certificate of Water & Sewer Availability**
Submit an electronic copy of a signed certificate of water availability from the water purveyor and a copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.

- **Required Public Notice**

Community Development staff will provide you with the preparation instructions at the Pre-Application Conference.

APPLICATION - PART 2

Answer the following, as applicable. Answer N/A if not applicable to this SAP Overlay request.

Applicant Name:	
Email:	Phone:
Address:	City, State, Zip:
Agent / Consultant / Attorney: (mandatory if primary contact is different from applicant or property owner)	
Email:	Phone:
Address:	City, State, Zip:
Property Owner 1 Name:	
Email:	Phone:
Address:	City, State, Zip:
Property Owner 2 Name:	
Email:	Phone:
Address:	City, State, Zip:

Site Specific Information			
Site Address / Location:			
Parcel Number(s) of Project / Proposal:			
Section:	Township:	Range:	Source of Legal Description:
Adjacent Area Owned or Controlled (acres or sq. ft.):			
Parcel Number(s) of Adjacent Area:			
	Current Designation	Requested Designation	
Land Use Map:			
Zoning Map:			
Existing Use of Property:			
	Single Family Dwelling	Duplexes	Multi-Family Dwellings
Proposed Use of the Property:	Manufactured Homes	Commercial	Industrial
	Mixed-Use	Other (describe):	
Sewer Purveyor:	Water Purveyor:		
List Previous Planning Actions Involving Subject Property:			
Name of Public Street(s) Providing Access:			
Width of Property Fronting on Public Street:			
Does the proposal have access to an arterial or planned arterial?			Yes No
If yes, name of arterial street(s):			

If you do not hold title to the Property, what is your interest in it?

What impacts will the proposed SAP Overlay have on the adjacent properties?

What measures do you propose to mitigate your proposal's impact on surrounding land use?

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account of this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described in this application.

Applicant's Signature

Printed Name

Date

The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

Property Owner's Signature

Printed Name

Date

