



STREET & UNDERGROUNDING DEFERRAL REQUEST HANDOUT

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn → Land Use → New →
Deviations, Modifications, Variances, or
Waivers → Street Deferral Request

INFORMATION

In accordance with ACC 12.64A.050, Street and/or Undergrounding Deferral Requests will be forwarded to Police; Parks, Arts, and Recreation; Planning and Development; Information Services; and the local Fire Authority for input. The City Engineer's determination will consider the applicant's request, justification criteria, the best interest of the City, and input from the above departments and agencies.

It is recommended that, prior to applying for a Deferral Request, you consult with a Development Review Engineer to discuss your proposal. Please contact the City of Auburn Permit Center at (253) 931-3020 and ask to speak to a Development Engineer or e-mail development@auburnwa.gov.

INSTRUCTIONS

See MyBuildingPermit.com instructions in the upper right corner.

Please attach a Deferral Request Letter, including maps, photos, drawings, and/or exhibits as needed to support the request. The letter shall include a list of all public improvement elements for which the Applicant is requesting to defer (pavement, curb & gutter, sidewalk, street lighting, storm drainage, street landscaping, traffic control, telecommunications conduit, undergrounding of overhead utilities).

The letter will also require detailed justification for the deferral of public street improvements for each of the following criteria outlined in Auburn City Code (ACC) 12.64A.050:

1. Proximity to or lack of similar improvements within the roadway corridor
2. Continuity of infrastructure improvements within the public right-of-way
3. Pending projects programmed within the corridor that may impact the street frontage of the subject property
4. Safety considerations
5. Traffic volumes and travel patterns
6. Storm drainage needs
7. Input from the police; parks, arts, and recreation; community development department; information services; and the local fire authority.

If requesting to defer undergrounding of utility facilities the letter will also require detailed justification for the deferral of undergrounding of utility facilities for each of the following criteria outlined in Auburn City Code (ACC) 13.32A.120:

1. There is a pending city six-year TIP project or an adjacent developer planned project which would affect the proposed area of undergrounding of the existing aerial facilities; or
2. A franchisee is expanding its existing aerial system as a secondary tenant on an existing aerial system for the purpose of serving a new private development where the undergrounding of the expansion will not eliminate the existing aerial system; or
3. All of the following conditions are met:
 - a. There are other properties abutting or across the street from the subject property that have aerial utility facilities; and
 - b. The establishment or continuation of aerial utility facilities for the period of the deferral will not adversely affect or delay other properties that may have to provide or convert to undergrounding utility improvements within the public way; and
 - c. There are technological difficulties associated with converting to or providing undergrounding utility improvements for the subject property as demonstrated to the satisfaction of the City Engineer; or
4. The City Engineer determines that undergrounding of the portion of the existing aerial facilities along the development's street frontage would require undergrounding portions of the aerial facilities extending beyond the development's street frontage unless an additional extension of no more than 50 feet of the underground system is needed on either end of the street frontage to connect to logical points of the existing utility system.

BACKGROUND

In accordance with Auburn City Code (ACC) 12.64A.020, half-street improvements are required in conjunction with any Building, Grading, and/or Special Permit that meet one or more of the following conditions:

- A. Four residential dwelling units or less, and the proposed improvements add one or more units on the subject property. For the purposes of this condition, an accessory dwelling unit (ADU) is not considered a unit.
- B. Commercial development, industrial development, or residential development with more than four dwelling units, when the proposed improvements add one or more units and increase the net building square footage of the existing structure(s) on the subject property.
- C. Commercial development, industrial development, or residential development with more than four dwelling units, where no additional units are being added and when the proposed improvements increase net building square footage on the subject property by 10 percent or 1,000 square feet, whichever is lower
- D. Drive-through service is added on the subject property.
- E. A standalone parking lot is added on the subject property. For the purposes of this condition, a standalone parking lot is a parking lot that is not designated to meet parking requirements of a building or other improvement located on the same parcel.
- F. A change in use on the subject property that results in an increase in the required number of parking stalls by five or more.
- G. Vehicular or nonmotorized access from the subject property to a public right-of-way, either directly or through a private road, easement, or tract, is created, modified, or relocated. This requirement does not apply to a relocation or modification of an access used for only a single-family residence if the access change connects to the same public right-of-way. The City Engineer may waive this requirement in circumstances where the City Engineer determines that the access is being modified to address safety deficiencies associated with the existing access.

When required, in accordance with ACC 12.64A half-street improvements shall (at a minimum) consist of:

- A. Paved roadway
- B. Sidewalks
- C. Curb and gutter
- D. Street landscaping
- E. Street lighting and conduit
- F. Storm drainage
- G. Dedication of public right-of-way
- H. Conduit for city communication systems
- I. Conduit at least three inches in diameter in any street/public right-of-way being improved under this chapter

Per ACC 13.32A.060 any applicant triggering the requirement for public improvements per Chapter 12.64A ACC shall be responsible for converting all nonexempt aerial facilities on the parcel(s) associated with the permitted actions to underground unless any of the following criteria is met:

- A. The development is a single-family residence on a platted lot; or
- B. The development is the conversion of one single-family residence to a commercial use as defined in the RO, Residential Office zoning district, Chapter 18.35 ACC; or
- C. The development is a new commercial development on a lot that is 11,000 square feet or smaller in area and located in the RO, DUC, CN, C-1, C-2, or C-3 zone; or
- D. The development is wholly interior improvements to an existing building; or
- E. The development is an addition, alteration or repair of an existing building structure, where the building permit valuation per Chapter 15.07 ACC is less than 50 percent of either:
 - (1) The assessed value of the existing building structure(s) on the subject property as determined by the most current property assessment by the county assessor of the county in which the property is located; or
 - (2) The value of the existing building structure(s) as determined by an appraisal performed by an MAI appraiser certified by the state of Washington, which appraisal shall be paid for and provided by the property owner.

Prior to permit issuance, for any Deferral Request Application that is granted, in part or in whole, the Owner will be required to execute and record deferral and no protest agreements as well as dedicate right-of-way necessary to accommodate for the construction of the required improvements in the future.