

**Department of Development and Environmental Services (DDES)**

900 Oakesdale Avenue Southwest • Renton, Washington 98057-5212 • 206-296-6600 • TTY 206-296-7217

# Consolidated Site Review Process

**DDES Customer  
Information Bulletin #****56****• FREQUENTLY ASKED QUESTIONS •**

**Visit the DDES Web site at  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)  
for more information**

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For alternate formats, call 206-296-6600.

This bulletin describes the Consolidated Site Review Process offered by the King County Department of Development and Environmental Services (DDES).

## Background / General information

The Consolidated Site Review (CSR) is an optional process in which site issues, including critical areas, drainage, engineering, and fire flow access, are reviewed for a property in unincorporated King County where a future single-family residential project may be proposed. Once CSR has been approved for a property, subsequent single-family residential building permit applications may skip further site reviews, saving processing time and cost. This option requires that applicants have a completed Critical Areas Designation (CAD) and, if applicable, also have an active sewage application with the Seattle/King County Health Department. Refer to DDES Customer Information Bulletin 21, *Critical Areas Review*, for information on the CAD process.

## Qualification requirements

- Approved Critical Area Designation (CAD) on record with DDES
- Improvements are located in allowed areas defined by the approved CAD
- Development qualifies for Small Project Review per current Surface Water Design Manual
- A Critical Area Ordinance Alteration Exception is NOT required for the development
- A Critical Area Ordinance Reasonable Use Exception is NOT required for the development
- A Surface Water Design Manual Adjustment is NOT required for the development
- A Road Standard Variance is NOT required for the development

***Disclaimer: Consolidated site review conditions are subject to change due to code updates. If consolidated site review is approved and the subsequent building permit application does not meet all applicable conditions, then additional site review fees may be required. If during review the application is disqualified from consolidated site review, then unexpended fees will be credited toward the building permit application. THIS IS NOT A CONSTRUCTION PERMIT AND DOES NOT AUTHORIZE ANY SITE ALTERATIONS.***

### Potential advantages of Consolidated Site Review

For certain projects, Consolidated Site Review has advantages:

- Addresses all site issues, establishing a development footprint area
- Reduces building permit review time
- Avoids costly redesigns and penalties
- Transferable to another property owner

### Process

1. Complete a Critical Area Designation (see DDES Bulletin 21, *Critical Area Review*).
2. Work with a septic designer and apply for an on-site sewage system with Seattle/King County Health Department (206-296-4932 or [www.metrokc.gov/health/wastewater](http://www.metrokc.gov/health/wastewater)).
3. Prepare a site plan using the standard DDES template and include all items listed on the site plan checklist.
4. Flag the subject property in accordance with the proposed site plan.
5. Complete the application requirements.
6. Call the DDES appointment line at 206-296-6797 to schedule an intake appointment to submit the Consolidated Site Review application. Wait times for appointments may be out 2 to 4 weeks depending on seasonal peaks and customer demands; please plan accordingly.

### Application requirements

The following information is required:

- 1) Copy of an approved Critical Areas Designation (CAD) including map
- 2) Any critical area mitigation plans that a DDES preferred consultant prepared
- 3) Completed application for consolidated site review
- 4) Completed residential site plan (see DDES site plan template and checklist)
- 5) Copy of proposed septic system and well location stamped RECEIVED or APPROVED by the Seattle/King County Health Department
- 6) Copy of water availability or well covenant
- 7) Proof of legal access and legal lot
- 8) Current fee. DDES fees are based on the latest adopted fee ordinance. As of January 2006, the fixed fee for a CSR is \$1,850 (includes counter service, drainage, engineering, fire flow access and critical areas review).

Optional supplemental information:

- 1) Topographic or boundary surveys
- 2) Aerial Photos
- 3) Prior permits (building, grading, on-site septic or well etc.) or title notification of sensitive or critical areas
- 4) Special Studies including: wetland reconnaissance reports, wetland delineations, aquatic area or stream reports, and geotechnical or soils reports
- 5) Technical information reports or drainage studies
- 6) A vicinity map showing the general location of the property. Include driving directions if the property is difficult to find.

### Site preparation

Prior to application, the property boundaries need to be clearly flagged. If the consolidated site review request is only for a portion of the property, the boundaries of the area covered by the request must be flagged prior to the initial site investigation. Failure to clearly flag the property may delay the consolidated site review process.

**Following application**

After submittal of the application and payment of any required fees, DDES may visit the parcel to review site conditions. Following the site visit, additional information may be requested, such as details regarding wetland or stream crossings, drainage proposal, access and fire requirements, etc.

When it is determined that the proposal is consistent with all relevant King County Codes, the consolidated site review will be approved with drainage, engineering, fire flow access and critical area conditions applicable to the future building permit.

Once approved, all site related issues have essentially been addressed and applicants may submit for a building permit using the approved site plan. In most cases, no additional site reviews or related costs will be required.

**Other bulletins and telephone numbers that may be helpful**

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 9	Obtaining a Residential Building Permit
Bulletin 9A	Express Processing for Small Projects
Bulletin 10	Residential Building on or Near Waterfront
Bulletin 12	Residential Building Permit Process
Bulletin 13	Fire System Permits
Bulletin 17A	Zoning Code: Overview and Summary
Bulletin 21	Critical Areas Review
Bulletin 29	Drainage Review
Bulletin 34A	Road Variances
Bulletin 34B	Surface Water Design Manual Variances or Adjustments

These and other DDES bulletins are available via the department Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).

206-296-6600	DDES Customer Information
206-296-4932	Public Health – Seattle & King County, Eastgate Environmental Health

**Be sure to visit our Web site at:**  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)



King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.