



**CITY OF OAK HARBOR**  
***Development Services Department***

**Transportation Concurrency Application  
Review Process I**

**What is transportation concurrency?**

Transportation concurrency is the process whereby the traffic generated by a proposed project is compared to the capacity of existing and planned transportation facilities in order to determine the impact of the proposed project on the level of service standard. Transportation concurrency is required under Chapter 11.32.030 of the Oak Harbor Municipal Code (OHMC).

**When is a transportation concurrency application necessary?**

Submittal of a transportation concurrency application is required for all development, except in the following instances:

1. The first renewal of a previously issued un-expired permit; provided, that substantial progress has been made;
2. Expansions or phases of projects that were disclosed by the applicant and subject to a concurrency test as part of the original application (i.e., phased development); provided, that a certificate of concurrency was issued for the expansion or subsequent phase.

**Is a pre-application or review meeting required for a transportation concurrency application?** No.

**Is public notice or a public hearing required for a transportation concurrency application?** No.

**The Transportation Concurrency Application Process**

*There are two steps to the transportation concurrency application process:*

1. Application packet submittal – A completed application form, any other submittal requirements as noted in this application package, and the appropriate fee must be submitted to the City of Oak Harbor's Development Services Department.
2. Staff review of application package – After receiving a complete application package, staff will review the information for concurrency. Any comments, requirements and/or conditions for approval will be sent to the applicant by mail. Once all necessary revisions have been made, and all requested information has been received, reviewed and approved, a certificate of concurrency will be issued.

**Can an appeal be made regarding the denial of the application for a certificate of concurrency?**

Yes. An applicant may appeal a denial or conditional approval of a certificate of concurrency to the City Council. Appeals must be in writing and filed within ten (10) days of the applicant's notification of the Director's denial or conditional approval.

**How long will a certificate of concurrency last?**

A certificate of concurrency will be valid for the following period of time:

- a. Certificate of concurrency issued with a final development permit shall be valid for the same period of time as the final development permit. Concurrency must be achieved no later than six years from the issuance of the building permit.
- b. Certificate of concurrency issued with a preliminary development permit shall be valid for the same period of time as the preliminary development permit. Concurrency must be achieved no later than six years from the issuance of the preliminary development permit, except that an applicant can extend the period of time by which concurrency must be achieved to a time no later than six years after occupancy and use of the development; provided the applicant produces a financial guarantee to pay for any capital improvements, or portion thereof, for which the City is unable to obtain other resources by the sixth year after the issuance of the preliminary development permit.

**Fees**

- Fee for a transportation concurrency application: **\$281.00**

**If you have any questions regarding the transportation concurrency application process, please contact the Permit Coordinator at (360) 279-4510.**



## **Transportation Concurrency Review Process I Submittal Requirement List & Application For Transportation Concurrency**

### **How do I start the application process?**

The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a “**Counter Complete**” review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is “**Technically Complete**”. A technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

### **Submittal Requirement List**

The following checklist identifies required information for the transportation concurrency application submittal. **All** items with a number followed by an underlined space (i.e., 1.\_\_\_\_) must be submitted before the application will be considered “Counter Compete”. **All** items with a check box (i.e. ) must be complete for the application to be determined “Technically Complete”.

#### ***Transportation Concurrency Application Submittal Requirements***

*Please submit **three copies** of the following (except for the application fee):*

- 1.\_\_\_\_ APPLICATION FORM (attached) – 9 copies** The application form shall be completed and the applicant shall sign at least one original copy in ink;
- 2.\_\_\_\_ APPLICATION FEE** – The fee for a transportation concurrency application shall accompany the application;
- 3.\_\_\_\_ TRAFFIC STUDY – 4 copies** A traffic study shall be submitted as part of the application package. *Note: The most recent ITE Manual shall be used to generate trip information used in calculation of the transportation impact fee associated with this application unless otherwise agreed upon by the City in writing.*



**CITY OF OAK HARBOR**  
***Development Services Department***

**Transportation Concurrency  
Application Form**

**Project Name:**

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**Description of Proposal:**

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<b>APPLICANT NAME/CONTACT PERSON</b> (or legal representative):	Address:
E-mail Address:	Phone and Fax:
<b>PROPERTY OWNER NAME</b> (list multiple owners on a separate sheet):	Address:
E-mail Address:	Phone and Fax:
<b>LICENSED TRAFFIC ENGINEER:</b>	Address:
E-mail Address:	Phone and Fax:
<b>PROJECT SITE INFORMATION</b> (address/location):	Number of Lots:
Total Length of Private Streets:	Total Length of Public Streets:
Zoning:	Existing Property Use (Residential/Commercial):
Legal Description (attach separate sheet):	Parcel Number(s):
Section/Township/Range:	Size of Property (sq.ft./acres):

**AUTHORIZATION:**  
The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

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**Authorized Signature** **Date**