



November 11, 2016

Job No. 1886-001-016-0010

Mr. Jim Harris
City of Federal Way
33325 8th Ave. South
Federal Way, WA 98003

RE: Federal Way Campus Business Park Binding Site Plan Application

Dear Jim:

We have received your Notice of Incomplete Application, dated November 10, 2016 for the Federal Way Campus Business Park Binding Site Plan application. We appreciate your cursory review of the application materials submitted to the City planning department on October 13, 2016.

Enclosed with this response you will find the following:

- Two copies of the Title report prepared for the property on September 22, 2016, well within the 90 day timeframe of submittal.
- Three copies of lot closures for existing and proposed lots sealed by a professional land surveyor.
- Eight copies of the signed SEPA checklist that was prepared for the Binding Site Plan submittal on October 13.
- Four copies of the Technical Information Report.

During our intake appointment, we went through the submittal checklist with the permit technicians and verified that everything was included in both of the submittals made that day; the Short Plat and the Binding Site Plan. We are surprised that you were not able to locate the aforementioned items. We believe that there may have been a mix up in the box of information you reviewed since these items were also included in the Short Plat submittal documents. Nevertheless, these items are provided with this letter.

Please note that the directions provided in the FWRC 18.20.020, 18.30.030 regarding the number of copies of the Technical Information Report required for a binding site plan submittal state that "all short subdivision applications must at the minimum provide the information contained within City of Federal Way Department of Community Development Services Bulletin No. 010, Short Subdivision Submittal Requirements.; however, Bulletin #10 states that only two copies of the TIR are required. We politely request that Bulletin #10 be updated to reflect that the number of required copies is (4) four instead of the listed (2) two so that future permit applications reflect the appropriate number of copies.

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Lastly, we note that a Transportation Impact Analysis is not listed in Bulletin #10 dated July 20, 2015, which was provided to us by the City, nor is it listed in Bulletin #10 dated November 9, 2016 posted online as of November 11, 2016. Following the sequence of code, FWRC 18.20.020 and FWRC 18.30.030 we do not see a direct correlation as to how a lack of TIA upon submitting for a Binding Site Plan application contributes to a determination of incomplete application. Consequently, ESM is requesting that this requirement for a determination be removed and complete application status issued.

Please do not hesitate on contacting ESM with comments, concerns, or questions as we continue to move forward with the permitting process.

Sincerely,

ESM CONSULTING ENGINEERS, LLC.

A handwritten signature in blue ink that reads "Matt Reider" followed by the date "11/14/16".

Matt Reider
Assistant Planner

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