

Chapter 1	Introduction	1-1
	1.1.00 Purpose of Development Services Manual	1-1
	1.1.01 How to Use the Manual	1-1
	1.1.02 Manual Updates	1-2
	1.1.03 WSDOT Development Review Organization	1-2
	1.1.04 Why WSDOT Participates in Local Land Use Review	1-2
	1.1.05 WSDOT Development Services Objectives	1-2
	1.1.06 WSDOT Review Authority	1-3
<hr/>		
Chapter 2	Coordinating Review and Response	2-1
	2.1.00 Overview	2-1
PART 1	Long Range Planning and the Development Review Process	2-1
	2.1.01 Similarities Between Long Range Planning and Development Review	2-1
	2.1.02 WSDOT Highway System Plan (HSP)	2-2
	2.1.03 Capital Improvement and Preservation Program (CIPP)	2-2
	2.1.04 Route Development Plans and Corridor Plans	2-2
	2.1.05 Local Agency Comprehensive Plans	2-2
	2.1.06 Local Decision-Making Authority	2-2
	2.1.07 WSDOT's Role in Local Development Review	2-3
PART 2	Responding to Land Use Proposals	2-3
	2.2.00 WSDOT's Interest in the Proposal	2-3
	2.2.01 Evaluating a Land Use/Development Proposal	2-4
	2.2.02 Types of WSDOT Responses	2-5
	2.2.03 Potential WSDOT Recommendations	2-5
	2.2.04 WSDOT Response Letters	2-6
	2.2.05 Mitigation in the Form of Conditions of Approval	2-7
	2.2.06 Ways to Work Effectively with Local Partners	2-7
	2.2.07 Internal Coordination	2-8
	2.2.08 Coordination with Other WSDOT Units	2-8
	2.2.09 Coordination with Other Groups	2-8
PART 3	Land Use Hearings	2-9
	2.3.00 Ways to Participate Effectively in the Local Hearings Process	2-9
	2.3.01 Burden of Proof	2-10
	2.3.02 Oral Testimony and Written Evidence	2-11
	2.3.03 Substantial Evidence	2-11

Chapter 3	SEPA and GMA	3-1
	3.1.00 Development Services Interaction with Local Agencies	3-1
PART 1	SEPA	3-1
	3.1.01 Role of SEPA in the Development Review Process	3-1
	3.1.02 History of SEPA and the SEPA Rules	3-1
	3.1.03 Purpose and Intent of SEPA	3-3
	3.1.04 What is a SEPA Proposal?	3-3
	3.1.05 Who Can be a SEPA Lead Agency?	3-4
	3.1.06 What is SEPA Substantive Authority?	3-4
	3.1.07 Which Environmental Impacts Should WSDOT Normally Review?	3-4
	3.1.08 What is a SEPA Environmental Checklist?	3-5
	3.1.09 SEPA Categorical Exemptions—Flexible Thresholds	3-6
	3.1.10 How is WSDOT Notified of Project Proposals?	3-7
	3.1.11 What Are Some of the SEPA Notification Timelines?	3-7
	3.1.12 What is A SEPA Threshold Determination?	3-8
	3.1.13 SEPA Threshold Determination—Assessing Significance	3-9
	3.1.14 Mitigation Must Be Reasonably Related And Proportional To The Development’s Impacts	3-9
	3.1.15 SEPA Determination of Nonsignificance (DNS)	3-10
	3.1.16 SEPA Mitigated Determination of Nonsignificance (MDNS)	3-10
	3.1.17 SEPA Determination of Significance/Scoping Notice (DS/Scoping)	3-10
	3.1.18 SEPA Environmental Impact Statement (EIS)	3-10
	3.1.19 What is a Nonexempt License?	3-11
	3.1.20 Can a SEPA Lead Agency Withdraw a DNS, MDNS or a FEIS?	3-11
	3.1.21 Does a SEPA DNS, MDNS, or FEIS Have a Time Limit?	3-11
	3.1.22 SEPA Appeals	3-12
PART 2	GMA	3-12
	3.2.01 Growth Management Act (GMA)	3-12
	3.2.02 Which Counties and Cities are Subject to the Growth Management Act?	3-12
	3.2.03 Growth Management Act Goals	3-13
	3.2.04 Growth Management Act Substantive Mandates	3-13
	3.2.05 Growth Management Act Comprehensive Plans	3-14
	3.2.06 Growth Management Act Comprehensive Plan Elements	3-14
	3.2.07 GMA Comprehensive Plan Transportation Element	3-14
	3.2.08 GMA and Regional Transportation	3-16
	3.2.09 Regional Transportation Planning Duties	3-16
	3.2.10 Requirements for Regional Transportation Plans (RTPs)	3-16
	3.2.11 How Does Development Services Use GMA?	3-17

Chapter 4	Analyzing Land-use Proposals	4-1
	4.1.00 Overview	4-1
PART 1	Thresholds for Determining Probable Significant Adverse Impacts	4-1
	4.1.01 Determining Probable Significant Adverse Impacts Is Not Easy	4-1
	4.1.02 Documentation is Critical	4-2
	4.1.03 Determining a Probable Significant Adverse Impact	4-2
	4.1.04 Thresholds For Defining A Probable Significant Adverse Impact	4-2
	4.1.05 Vehicular Trip Thresholds	4-3
	4.1.06 Level of Service (LOS) Thresholds	4-3
	4.1.07 WSDOT Channelization Thresholds	4-4
	4.1.08 Safety Thresholds	4-4

PART 2	Determining the Mitigation for a Probable Significant Adverse Impact	4-5
4.2.01	Obtaining Mitigation from a Developer	4-5
4.2.02	Traffic Mitigation Payment	4-5
4.2.03	Which WSDOT Projects are Candidates for a Traffic Mitigation Payment?	4-5
4.2.04	Which WSDOT Project Costs Should Be Used?	4-6
4.2.05	How are Traffic Mitigation Payments Collected by the WSDOT?	4-6
4.2.06	Time Limits on Collection of Traffic Mitigation Payments	4-6
4.2.07	When Should a Traffic Mitigation Payment be Collected?	4-7
4.2.08	Consistency is Important	4-7
4.2.09	How to Calculate an Intersection Traffic Mitigation Payment	4-7
4.2.10	How to Calculate a Highway Corridor Traffic Mitigation Payment	4-8

Chapter 5	Agreements	5-1
	5.0.00 Overview	5-1
PART 1	Coordinating Plan Review	5-1
	5.1.01 General	5-1
	5.1.02 Time To Process An Agreement	5-1
	5.1.03 Reimbursable Account	5-1
	5.1.04 Plans Review Process	5-2
PART 2	Developer Agreements	5-3
	5.2.01 General	5-3
	5.2.02 Types of Developer Agreements	5-3
	5.2.03 Developer Agreement Process	5-3
	5.2.04 Developer Agreement Plans Review	5-4
	5.2.05 Intersection/Channelization Plans	5-4
	5.2.06 Construction Plans	5-5
	5.2.07 Assembly, Execution, and Archiving of Developer Agreements	5-13
	5.2.08 Surety Bond, Assignment of Escrow Account or Savings Account/Certificate of Deposit	5-14
	5.2.09 Construction Administration	5-14
PART 3	Interlocal Agreements	5-17
	5.3.01 General	5-17
	5.3.02 Legal Basis For Interlocal Agreements	5-17
	5.3.03 Benefits	5-17
	5.3.04 Basic Interlocal Agreement Elements	5-17
	5.3.05 Local Jurisdiction Mitigation Commitment	5-18
	5.3.06 How It Works	5-18
	5.3.07 Who Is Affected?	5-19
	5.3.08 When Is It Worth Doing?	5-19
	5.3.09 TBD And LID Policy	5-19
	5.3.10 Local Transportation Act (RCW 39.92)	5-19

Contents

PART 4	Other Agreements	5-19
	5.4.00 Overview	5-19
	5.4.01 General Permits	5-19
	5.4.02 Access Connection Permits	5-20
	5.4.03 Developer Agreement: Construction by State At Developer Expense (as a stand-alone project)	5-20
	5.4.04 Developer Mitigation Agreement: Collection of Pro Rata Share Contribution Toward a WSDOT Project.	5-20
	5.4.05 Subterranean Monitoring Program	5-21
	5.4.06 Transit Stop Permits	5-22
<hr/>		
Chapter 6	Managed Access and Limited Access Highways	6-1
	6.0.00 General	6-1
	6.0.01 Access Permit Authority	6-1
PART 1	Managed Access Highways	6-1
	6.1.01 General	6-1
	6.1.02 Managed Access Highway Rules	6-2
	6.1.03 Managed Access Definitions/Elements	6-2
	6.1.04 Access Connection Permit Process	6-6
	6.1.05 Highways Crossing Indian Lands	6-9
	6.1.06 Tracking System	6-10
	6.1.07 Coordinating Local Development Approval with State Access Approval	6-10
	6.1.08 WSDOT Construction Projects	6-11
PART 2	Limited Access Highways	6-12
	6.2.01 General	6-12
	6.2.02 Modifications For Private Access Approaches	6-13
	6.2.03 Modifications for Public At-Grade Intersections	6-15
<hr/>		
Chapter 7	Land Use Appeals	7-1
	7.1.01 Purpose Of SEPA Appeals Chapter	7-1
	7.1.02 Reaching A Successful Decision	7-1
	7.1.03 Why Appeal?	7-1
	7.1.04 Underlying Governmental Action—What Is It?	7-2
	7.1.05 Appeal Requirements For Counties And Cities	7-2
	7.1.06 Procedural Appeals and Substantive Appeals	7-3
	7.1.07 Level of Appeals	7-3
	7.1.08 Administrative Appeals	7-3
	7.1.09 Judicial Appeals	7-4
	7.1.10 Participating in the Local Land Use Process Prior to an Appeal	7-5
	7.1.11 Questions To Ask To Determine If The WSDOT Should Appeal	7-6
	7.1.12 Important Tips in Preparing for an Appeal	7-6
	7.1.13 The Petitioner, The Respondent, And The Court	7-8
	7.1.14 Standing To Appeal	7-9
	7.1.15 Exhaustion Of Administrative Remedies	7-9
	7.1.16 “The Record”—What Is The Record And Why Is It Important?	7-9
	7.1.17 Building A Good Record	7-9
	7.1.18 Important Tips for Building a Record	7-10

APPENDICES

- Appendix 1: WSDOT Development Services Staff
- Appendix 2: Sample Response Letters Showing How Different Type of Recommendations Can Be Conveyed
- Appendix 3: Significant Court Case Decisions Affecting Developments and Access Control
- Appendix 4: Blank (To be inserted at future updates)
- Appendix 5: Example of a Developer Agreement
- Appendix 6: Developer Agreement/Access Permit Process Flow Chart
- Appendix 7: Example of a Reimbursable Account Form
- Appendix 8: Intersection/Channelization Plan for Approval Checklist
- Appendix 9: Example of a Roadway Section
- Appendix 10: Traffic Signal Permit Form
- Appendix 11: A City Or County Interlocal Agreement Model
- Appendix 12: Highway Access Management RCW 47.50
- Appendix 13: Highway Access Management - Administrative Process WAC 468-51
- Appendix 14: Highway Access Management - Access Control Classification System and Standards WAC 468-52
- Appendix 15: City Streets As Part of State Highways RCW 47.24
- Appendix 16: Limited Access Facilities RCW 47.52
- Appendix 17: Limited Access Highways WAC 468-58
- Appendix 18: Limited Access Hearings WAC 468-54
- Appendix 19: Application For Access Connection
- Appendix 20: Access Connection Permit (Form224-005) and Example Including Exhibits
- Appendix 21: Blank (To be inserted at future updates)
- Appendix 22: Sample Cover Letters When Sending Access Connection Permit Forms
- Appendix 23: Example Road Approach Installation Checklist
- Appendix 24: Bond forms, Assignment of Savings Account Certificate Of Deposit Form, And Example Bond Release Letter
- Appendix 25: Blank (To be inserted at future updates)
- Appendix 26: Plan Review Checklist
- Appendix 27: Construction Inspection Checklist
- Appendix 28: Local Transportation Act
- Appendix 29: LOS Standards Set By MPOs/RTPOs for Regionally Significant (non-HSS) State Highways
- Appendix 30: Developer Agreement Mitigation Form
- Appendix 31: Guideline for Determining Responsibility for Developer-Required Utility Relocation

