

**CITY OF MILL CREEK  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATIVE GUIDELINES**

Reference: 05-06

Effective Date: May 2, 2005

Approved: \_\_\_\_\_

*Douglas Johnson*  
Director of Public Works

*William J. Simon*  
Director of Community Development

**POLICY FOR PAYMENT OF MITIGATION AND DEVELOPMENT FEES AND  
PLAN SUBMITTAL FOR DEVELOPMENT PROJECTS LOCATED WITHIN  
THE CITY OF MILL CREEK AND UNINCORPORATED SNOHOMISH COUNTY**

The intent of this written guideline is to establish clear policy and procedures for the collection of traffic mitigation, parks mitigation, fire district and/or school district fees, as well as submittal of building permits and civil construction plans for development projects located within the City of Mill Creek and unincorporated Snohomish County.

**CITY OF MILL CREEK PROJECTS**

The following guidelines shall be used when a developer is paying mitigation fees and/or submitting plans for review to the City of Mill Creek for a development project located within the City limits:

Unless otherwise approved by the Public Works Director, civil construction plans shall not be submitted for review until after the City Council has approved the preliminary plat or binding site plan.

- The civil construction plans shall not be signed and approved by the Directors of Public Works and Community Development until the developer has paid the plan review, construction inspection and initial surface water utility fees per MCMC Section 3.42.210.
- Building permit plans shall not be submitted for review until the civil construction plans have been signed and reviewed by the Directors of Public Works and Community Development.

Building permits shall not be issued until the developer has paid all applicable development fees, including City of Mill Creek and Snohomish County traffic mitigation, City of Mill Creek parks mitigation fees, Fire District and/or School District fees.

The pre-construction meeting prior to beginning any site work shall not be held until the developer has submitted performance bonds and fully executed Agreements for the required public improvements, wetland mitigation and/or landscaping work per MCMC Sections 16.16.030 and 18.06.650.

**SNOHOMISH COUNTY PROJECTS**

The following guidelines shall be used when a developer is paying City of Mill Creek traffic mitigation fees for a development project that has been reviewed by City staff:

In order to ensure that the correct traffic mitigation fee is collected, the City of Mill Creek will not accept payment unless the developer provides the applicable Snohomish County project file number (PFN) and the most recent Snohomish County Hearing Examiner's Decision for the project.

- The amount of the payment shall only be made in accordance with the stated City of Mill Creek traffic mitigation fee identified in the Snohomish County Hearing Examiner's Decision.