



# DEVELOPMENT STANDARDS FOR INFILL OVERLAY ZONES

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | [www.cityofpa.us](http://www.cityofpa.us) | [ced@cityofpa.us](mailto:ced@cityofpa.us)

file no.

The intent of an Infill Overlay Zone (IOZ) will result in a residential environment of higher quality than traditional lot by lot development by use of a design process that includes within the site design all the components of an urban residential environment, such as walkability, access to transit, and a variety of building types, in a manner consonant with public health, safety and welfare and results in a specifically approved site design. IOZs are aimed to implement smart growth practices on infill or redevelopment sites that are surrounded by existing development and infrastructure. Few nonresidential uses are allowed in this overlay zone and then only conditionally, because of land use impacts associated with nonresidential uses. This overlay zone provides for the creation of infill developments and smaller self-contained residential neighborhoods that complement the existing neighborhood without following a standard system of public streets and lot design and with opportunities for residential and commercial neighborhood developments not usually permitted in residential zones.

The following standards shall apply to all IOZs:

- ❑ **Street/Utility Standards.** All street and utility improvements shall be constructed to standards specified by the City of Port Angeles. Interior streets may be either public or private. Streets intended to be dedicated to the City must meet minimum street design standards set forth in the City of Port Angeles Urban Standards and Guidelines Manual, with exception to minimum street widths. Street widths may vary from widths required if they achieve the goals of the IOZ. All requests for variations to street widths must obtain approval by the City Engineer. In suitable locations, common parking areas may suffice without the provision of interior streets. Off-street parking requirements should be consistent with Title 14 of the Port Angeles Municipal Code.
- ❑ **Attainable Housing.** All IOZs shall devote at least 20 percent of residential units to attainable housing and provide for a mechanism to ensure that attainable housing remains attainable in perpetuity. Such mechanism shall be approved by the Director of Community and Economic Development and be stipulated on the final plat.
- ❑ **Parking.** Common parking and landscaped areas shall be maintained as an integral part of the site and may not be segregated as a separate parcel or parcels unless such parcels are to be owned by a homeowner's association.
- ❑ **Maintenance Requirements.** All IOZs shall provide for continuous and perpetual maintenance of common open space, common recreation facilities, private roads, utilities, parking areas, and other similar development within the boundaries of the IOZ in form and manner acceptable to the City.
- ❑ **Appearance.** All IOZs shall ensure that proposed structures blend into the residential character of the surrounding neighborhood. Multi-family uses in a predominately single-family neighborhood should simulate a single-family residence in appearance
- ❑ **Platting.** Platting shall be required for all projects that involve or contemplate the subdivision of land. Lots in a platted IOZ may be sold to separate owners. No further subdivision of land within the IOZ will be permitted unless a formal amendment to the IOZ is approved.



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- Conditional Use Permits.** Conditional use permits shall be required for all projects that involve or contemplate conditional uses that may be allowed in the underlying zone(s). In addition to the conditional uses allowed in the underlying zone(s), commercial neighborhood uses (as permitted per section 17.21.040 PAMC) may be considered for conditional use permit(s) during the IOZ approval process. No further conditional use permits except home occupations will be permitted within the IOZ unless a formal amendment to the IOZ is approved.
- Underlying Land Use.** For any underlying land use regulatory process that is consolidated through the IOZ overlay process, the criteria and development standards of that underlying land use process shall be met. Any subsequent land use decision made pursuant to an underlying land use regulatory process shall also require a formal amendment to the IOZ.
- Design Flexibility.** To encourage design flexibility, maximum density, and innovations that result in a higher quality residential environment than traditional subdivisions, site planning and architectural review that address specific criteria are required of all development in the IOZ. Where applicable, the design of IOZs shall accomplish the following to the greatest extent possible:
  - Maximize the urban density of the underlying zone;
  - Provide affordable housing and attainable housing that complements the surrounding residential environment;
  - Provide a walkable, active, and transit oriented environment including, but not limited to, bicycle or pedestrian paths, proximity to public transit, children’s play areas, and common open space areas;
  - Preserve scenic view corridors, both internal and external to the site; and
  - Ensure the design of all open space areas and building structures shall be compatible with and complementary to the environment in which they are placed.
- Comprehensive Plan.** All PIDs shall comply with the goals and policies of the Port Angeles Comprehensive Plan.

For more information please see Port Angeles Municipal Code Section 17.45 “Infill Overlay Zone”. Please contact the Department of Community & Economic Development for further inquiries about the IOZ process.



# PRELIMINARY IOZ APPLICATION

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This overlay provides alternative zoning regulations that encourages design flexibility promotes infill, density, attainable housing, and innovation that is both transit and pedestrian oriented, that blends into existing neighborhoods. It is recommended that all applicants thoroughly review design standards, requirements in Chapter 17.45 of the Port Angeles Municipal Code. It is required that any interested party schedule a pre-application meeting with DCED Staff, to review preliminary plat design and the subdivision process.

## REQUIRED APPLICATION MATERIALS CHECKLIST

- IOZ:** A completed subdivision application
- Pre-application Materials:** Submit evidence of the pre-application review of subdivision proposal
- Project Narrative:** A detailed account of the reason and goals for the Subdivision
- Preliminary Plat:** 2 Copies of the preliminary plat
- Preliminary Plat Checklist:** A complete checklist to ensure preliminary plat meets requirements
- SEPA Checklist:** Complete and acquire authorized signatures
- Digital Copy of Application Materials:** Please provide a digital copy of all materials

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ (Property Owner:  Yes  No)

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Representative (If other than applicant): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

## SUBJECT PROPERTY

Proposed Subdivision Name: \_\_\_\_\_

Full Street Address: \_\_\_\_\_

Full Legal Description: \_\_\_\_\_

Parcel Number / ID: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Comp. Plan Designation: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ ( Same as Applicant)

Property Owner Address: \_\_\_\_\_

(We) hereby certify under penalty and perjury of the laws of the State of Washington that I (we) are the owner(s) or authorized representative(s) of the owner of the above-described property and request that the short plat be approved. It is understood that willful misrepresentation of the information will terminate the application.

Date	Print Name	Signature ( <input type="checkbox"/> Owner <input type="checkbox"/> Representative)
Notes:		
Fees: \$1,500 Preliminary Plat Application, \$1,000 Final Plat Application		DATE STAMP



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## PRELIMINARY IOZ CHECKLIST

- The name, location and legal description of the proposed development, together with the names, addresses and telephone numbers of the recorded owners of the land and of the applicant, and, if applicable, the names, addresses and telephone numbers of any party responsible for the preparation of the plan, and of any authorized representative of the applicant.
- A narrative explaining the proposed use or uses of the land and building, including the proposed number of dwelling units by type, such as single-family detached, row housing, and apartments; documentation of smart growth practices, infill, utilization of existing infrastructure, walkability, and orientation to transit; inclusion of attainable housing and mechanisms for perpetuity; information on any special features, conditions of which cannot be adequately shown on drawings. (At final approval, an explanation of covenants, continuous maintenance provisions, and/or homeowners association for the project will be required)
- A survey of the property showing existing features, buildings, structures, streets, utility easements, rights-of-way, environmentally sensitive areas, and existing land uses.
- Preliminary site plans showing existing and proposed contours at five-foot intervals, location and dimensions of buildings, open space, recreation areas, parking areas, garbage collection, circulation, landscape areas, subdivision platting, and general arrangement.
- Detailed site statistics including, but not limited to:
  - Total site area in both acres and square feet;
  - Site building coverage expressed in square feet and percentage of:
    - Total footprint area of buildings for:
      - Residential structures;
      - Nonresidential structures;
    - Roadway and sidewalk paved surfaces;
    - Parking lot areas;
    - Any areas paved with permeable paving systems;
  - Total area in lots;
  - Landscape plan showing:
    - Common open space area, including any LID facilities (must be five percent of site);
    - Detailed specifications of trees and landscaping on-site;



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- Number and location of off-street parking;
- Number of residential units proposed and approximate square footage;
- Total number of lots being created;
- Density of site expressed as residential units per acre.
- A preliminary plat, if applicable, pursuant to Chapter 58.17 RCW and Chapters 16.04 and 16.08 PAMC.
- If a developer elects to obtain additional density credits, the site plan application shall contain specific information relating to the additional density credit criteria of sections 15.20.070 and 15.24.070.
- Preliminary elevation and perspective drawings of project structures.
- A preliminary utilities plan, including fire hydrant locations.
- A preliminary storm drainage plan with calculation of impervious areas.
- An off-street parking plan and circulation plan showing all means of vehicular and pedestrian ingress and egress to and from the site; and size and location of driveways, streets, sidewalks, trails and parking spaces. Any new traffic control devices required for the safety of the project must be shown.
- Neighborhood Meeting Summary including time, date, location, attendee list and details shared with neighbors.
- Mailing labels of property owners within 300 feet of the proposed project pursuant to section 17.96.140 PAMC. Mailing list can be obtained from the Clallam County Assessor's Office.