



## Development Agreement

### Frequently Asked Questions and Tips

The City of Algona has created customer tip sheets to inform the general public about the City's land use processes, effect of codes and regulations, and commonly asked questions relating to land development and construction projects. These sheets are not intended to be complete statements or advise customers of all applicable codes and regulations.

The codes and regulations may be revised or amended, please consult City staff to confirm your understanding of requirements before beginning work. It is the applicant's responsibility to understand all requirements and ensure the project meets the City's applicable codes and regulations.

### What is a Development Agreement?

A Development Agreement is an agreement between the applicant and the jurisdiction that clearly establishes the developer's responsibility regarding project phasing, provision of public and private facilities, improvements and any other mutually agreed to terms and requirements. A development agreement may include conditions for public benefit to offset requested development modifications.

### When is a Development Agreement necessary?

A property owner or developer may apply for a development agreement with the city when the owner requires additional flexibility of the development standards or project phasing to allow development that traditionally wouldn't be approved. This can include design standards, parking, affordable housing provisions, parks and common space, etc.

### How much does a Development Agreement Cost?

The city's fee schedule for permits is updated on an annual basis. The fee schedule is located in [Chapter 2.50](#) in the Algona Municipal Code (AMC).

### What is the application process?

1. Submit the Development Agreement application, fees, processing waiver/release, and required materials by email to: [juliek@algonawa.gov](mailto:juliek@algonawa.gov).
2. When the application is deemed complete, the city will schedule a public hearing with City Council to establish a threshold decision whether to further review the agreement.
3. City staff will then prepare a recommendation to the City Council on the development agreement.
4. City Council will hold at least one (1) public hearing depending on the content of the development agreement.
5. City Council then approves agreement by ordinance adopted by majority vote which is executed by the Mayor.

### How long does a Development Agreement take?

The timeline for a Development Agreement to be approved by ordinance is dependent upon the agreement being negotiated. Usual permit processing and decision timelines are waived by the applicant for this specific application.

**Note: This Tip Sheet does not include all codes and regulations that may be applicable to your project. The applicant is responsible for demonstrating compliance with adopted codes and regulations, whether or not described in this document.**

**For more information: City of Algona | [www.algonwawa.gov](http://www.algonwawa.gov) | (253) 833-2897**

To request this information in an alternative format or a reasonable accommodation, please call (253) 833-2897. TTY or STS users please dial 711 to connect to Washington Relay Service.





### What do I need to submit?

***All application materials must be submitted in electronic PDF format. Additional materials are potentially required depending on the nature of your application. Please contact the city to confirm if additional materials are anticipated to be required.***

At minimum, a complete Development Agreement application includes:

- Completed Development Agreement Application
- Concurrent Permit Processing Waiver and Release Agreement
- Land Use Narrative
- Development Plans
- Public Hearing Notification Package
- SEPA Checklist

### Is a pre-application meeting required?

Any person considering a Development Agreement is strongly encouraged but not required to participate in a pre-application meeting with city staff before any plans are drawn. The pre-application meeting shall be an informal review of the proposed agreement where recommendations can be offered by planning, engineering, building, public works, police, and fire reviewers.

### What is a land use narrative?

A land use narrative is the applicant's opportunity to describe the proposed modifications related to the proposed project. The narrative should describe how the project meets the city's approval criteria for a Development Agreement. Responses to each of the approval criteria is required and should be answered as completely as possible.

### What are the approval criteria?

The applicant is responsible for demonstrating how the project meets the following approval criteria, listed in [Chapter 22.80.020 AMC](#).

A Development Agreement may only be granted by the city upon the following findings:

1. Shall be consistent applicable development regulations, policies and goals of the Comprehensive Plan;
2. Any modification to codes shall be offset by provision of a public benefit of equal or greater value;
3. Within the following zone districts: C-1, C-2, C-3, M-1, and R-M;
4. Does not supplant other required land use decisions, approvals, or procedures required in the code;
5. Must set forth the development standards and provisions that govern the property; and
6. Obligates a party to dedicate land, easements, fund or provide services, infrastructure or other facilities.

### How long is the term of a Development Agreement?

A Development Agreement can have a maximum length of five (5) years. City Council will determine the appropriate term length based on size, location, and zoning of the subject property, the nature of the proposal and proposed phasing if included.



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