

NEW PERMIT PROCESSING REGULATIONS

Effective Date: March 24, 2010

The City Council adopted new regulations for permit processing that became effective on March 24, 2010. All new Land Use applications will be processed under the new regulations. **Ordinance No. 811** includes changes to existing code as well as new code sections. The major differences are summarized below.

We believe the new permit processing code will be easier to use for applicants, staff and decisionmakers. It is more in line with other jurisdictions and should assist in speeding up the permit review process. It also specifies decision criteria for land use decisions.

We are also modifying all applications and related materials, so please download forms from the City's website at www.ci.lake-stevens.wa.us/planning-applications_handouts-new.

Summary of Code Changes to the Lake Stevens Municipal Code

Repealed

- Chapter 14.12 "Administrative Mechanisms"
- Chapter 14.16 "Permits, Hearings and Appeals"
- Chapter 14.96 "Amendments"

New Chapters

- Chapter 14.16A "Administration and Procedures"
- Chapter 14.16B "Types of Land Use Review"
- Chapter 14.16C "Land Use Actions, Permits and Determinations - Decision Criteria and Standards"
- Chapter 14.18 "Subdivisions, Boundary Line Adjustments and Binding Site Plans"

Removed

- Zoning Permit

Changes

- Special Use is now called Administrative Conditional Use
- Grading permit threshold changed from 10 cubic yards to 100 cubic yards, but you must still meet Critical Areas Regulations in Chapter 14.88
- Administrative Mechanisms (bonds) are now called Security Mechanisms and located in 14.16A.180 (page 66-68)
- Fence Permit only if over 6 feet in height; retaining walls three feet and over require building permit
- Permits are now listed by one of six types (see Table 14.16A-I, page 70-71).
- Permit procedures are set by type (see new Chapter 14.16B, page 90)
- Decision criteria are set for each land use action, permit or decision (see new Chapter 14.16C, page 118).

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body & Hearing
TYPE I Administrative without Public Notice	<ul style="list-style-type: none"> • Administrative Design Review • Administrative Modifications • Boundary Line Adjustments • Change of Use • Code Interpretations • Docks • Events • Grading Permit • Home Occupations • Lot Line Consolidations • Master Sign Program • Reasonable Use Exceptions • Shoreline Exemptions • Signs • Temporary Uses 	None	None	Department Director or designee	Hearing Examiner & Open Record
TYPE II Administrative with Public Notice	<ul style="list-style-type: none"> • Administrative Conditional Use (formerly Special Use) • Binding Site Plans • SEPA Review (early OR when not combined with another permit or required for a Type I permit) • Shoreline Substantial Developments • Preliminary Short Plats • Short Plats • Short Plat Alterations • Short Plat Vacations • Site Plan Reviews 	None	None	Planning Director or designee	Hearing Examiner, except Shoreline permits to State Shoreline Hearings Board & Open Record
TYPE III Quasi-Judicial, Hearing Examiner	<ul style="list-style-type: none"> • Conditional Uses • Preliminary Plats (Long) • Shoreline Conditional Uses • Shoreline Variances • Variances 	Design Review Board (if required)	Open Record	Hearing Examiner	Superior Court, except Shoreline permits to State Shoreline Hearings Board & Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	<ul style="list-style-type: none"> • Essential Public Facilities • Planned Neighborhood Developments • Rezone – Site Specific Zoning Map Amendments • Secure Community Transition Facilities 	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	<ul style="list-style-type: none"> • Final Plats (Long) • Plat Alterations (Long) • Plat Vacations (Long) • Right-of-Way Vacations 	Design Review Board (if required)	Open Record	City Council	None, appeal to Superior Court
TYPE VI Legislative, City Council with Planning Commission Recommendation	<ul style="list-style-type: none"> • Comprehensive Plan Amendments, Map & Text • Development Agreements • Land Use Code Amendments • Rezones – Area-Wide Zoning Map Amendments 	Planning Commission with Open Record Hearing	Closed Record	City Council	Growth Management Hearings Board & Closed Record

(e) Associated Land Use Determinations. Associated land use determinations are decisions that need to be made as part of another land use action or permit review, as set forth in Table 14.16A-II below. Each type of determination has a separate review process determined by the Planning Director or Public Works Director, except Design Review which is reviewed pursuant to Section 14.16C.050.

Table 14.16A-II: Associated Land Use Determinations

Associated Land Use Determinations
<ul style="list-style-type: none">• EDDS Street Deviations• Design Review• Miscellaneous Administrative Determinations (e.g., application requirements, waiver allowed by code in parking or landscaping, etc.)• Right-of-Way Improvement Exception• Underground Utility Deviations