



LAND USE APPLICATION PROCESS

Presubmission Conference
Optional but strongly encouraged

Application/Intake Meeting
Intake appointments are scheduled for all submittals except boundary line adjustments, lot consolidations, short plats, and staff level design review. Includes materials such as SEPA checklist, technical reports (critical areas, stormwater, traffic, tree protection, etc.); site, landscape, and preliminary engineering plans; and architectural design concept.
*Application **completeness** determined during intake meeting. If items are missing, the intake meeting will be rescheduled. Once an application is deemed complete, it will be routed to applicable city departments, agencies, recognized neighborhood associations, and parties of record.*

Notice of Application
City issues Notice of Application; public comment period begins. Notice may also contain dates of other public meetings such as neighborhood meeting or Design Review Board.
Target: 8 days from complete application

Neighborhood Meeting (if required)
City staff will schedule informational meeting with neighborhood groups.
Target: 15-23 days from complete application

Staff Project Review - Preliminary Comments
City staff reviews project and provides preliminary review comments to applicant prior to Design Review Board meeting.
Target: 30 days from complete application.

Applicant may submit engineering and building permit applications for review if plans reflect preliminary review comments.
34 days from complete application

Design Review (if applicable)
Project undergoes concept design review by Design Review Board.
Target: 51-58 days from complete application

Land Use Review Letter
Planner finalizes review comments including design direction from Design Review Board.
Target: 63 days from complete application

Applicant Response Submitted
Applicant provided 6 months to respond to city comments. Revised plans and reports routed to city review team

Land Use Decision/Recommendation
City issues decision or recommendation to the Hearing Examiner with SEPA Threshold Determination, if project subject to SEPA.
Target: 40 days following resubmittal, 120 days from complete application

Appeal Period
Approximately 3 weeks.

Public Hearing, Review, and Examiner's Decision
If public hearing required, review is extended approximately 60 days

Appeal Hearing
Appeal process adds approximately 90 days

Final Decision

Building Plan Review & Permits
Includes Detail Design Review

Engineering Plan Review & Permits