



Planning & Community
Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lake-stevens.wa.us

Office Hours

Monday - Friday
8:00am - 5:00pm

Plan Submittal
Accepted till 4:30pm

Planning & Community
Development Director
Rebecca Ableman

Municipal Code

Available online:
www.codepublishing.com/WA/LakeStevens/

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Administrative Conditional Use, Type II

What is an Administrative Conditional Use?

An Administrative Conditional Use is one of the land use permits that the City requires before certain land use or construction may occur. Administrative Conditional Use is required for uses that may have significant land use impacts on neighboring properties. Therefore, it is required that neighbors be notified of an application for a use requiring an administrative conditional use permit providing them the opportunity to provide comment, request a public hearing, and/or provide testimony at such a hearing.

Who Can I Talk to at the City of Lake Stevens Permit Center?

The **Planning Department** (425) 377-3235 coordinates the permit review process and would be your main point of contact. They are responsible for reviewing the proposal for compliance with the standards of the land use code. They also coordinate the reviews with other city departments and governmental entities and utility organizations.

The **Public Works Department** (425) 377-3222 is responsible for reviewing civil design, such as roads, storm water and surveys. They are also responsible for reviewing your construction plans, specifications and reports.

The **Building Official** (425) 377-3228 is responsible for reviewing structures for compliance with the *International Building Code (IBC)*. His involvement is most prominent once you apply for a building permit. He will review land use permit applications to identify as early as possible conflicts with IBC regulations.

The **Fire Marshal** (425) 212-3042 reviews for fire safety and prevention such as design of access for emergency vehicles and locations of fire hydrants.

What is the Process?

Administrative Conditional Use Permits are reviewed by a Type II process. Please see the Lake Stevens Municipal Code, Chapter 14.16B for the detailed process.

Pre-Application Review You are strongly encouraged to submit a pre-application review request prior to submitting your application. This preliminary review gives the City a chance to identify the strengths and weaknesses of your proposal. Requesting this review early can save you time, money and stress by allowing the City to identify potential issues with the proposal. To submit a pre-application review packet, contact the Permit Specialist at (425) 377-3235.

Application: Application forms are available online or at the Permit Center. It is important to remember that the property owner(s) must sign the application form. Contact the Planning Department to set up a submittal appointment.

SEPA Environmental Review: The Planning Department can provide assistance in determining if your project is subject to review under the State Environmental Policy Act (SEPA). Should that be the case, at the time of application you would also need to submit environmental documents. A SEPA checklist (available at the Permit Center and online at www.ci.lake-stevens.wa.us) is almost always required. In addition, depending on the specifics of your project, you may have to submit a traffic study, preliminary drainage plan, wetlands study or other technical documentation which identify the scope of the impacts. Most, if not all of these studies must be prepared by a qualified professional that you would hire.

Notice of Application: Once your application is determined to be complete, we will notify the public of the pending application by mailing notices to your neighbors, publishing in the Lake Stevens Journal, posting on the bulletin board at City Hall and having you post a sign on the property. The public is given two weeks to submit comments or request a public hearing.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.

Substantive Review: City staff and other affected agencies will review the proposal for compliance with the Lake Stevens Municipal Code, and provide comments to the Planning Department, who consolidates and coordinates them before a decision is made.

No Public Hearing: If no public hearing is requested, then the Planning Director will issue a decision on the permit application.

Public Hearing: If a public hearing is requested, a date will be scheduled for the hearing, to go before the Hearing Examiner. We will then provide a public notice of the hearing date and time. The Planning Department will prepare findings and conclusions and a recommendation to the decision maker for approval or denial. The public hearing is open to anyone wishing to comment on the matter.

Construction: Following approval, you may then apply for appropriate permits for construction of the project. The Public Works Department is responsible for issuing permits for public improvements. The Building Division is responsible for issuing building permits.

What is Required to Grant Approval for an Administrative Conditional Use Permit?

The code (14.16C.015) lists the decision criteria:

- The proposal is consistent with the Comprehensive Plan;
- The proposal complies with applicable requirements for the use set forth in this title;
- The proposal is not materially detrimental to uses or property in the immediate vicinity; and
- The proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing or intended character, appearance, quality of development, and physical characteristics of the subject property and the immediate vicinity.

How Long Does the Administrative Conditional Use Process Take?

The length of time depends on a number of factors such as the complexity of the proposal, whether an environmental review must be done, how well and how complete the application materials are prepared, and whether a hearing is requested or not. The applicant should not expect the process to be completed in less than six to eight weeks. More complicated cases can take as many as 3 to 6 months.

How Much Does an Administrative Conditional Use Permit Cost?

Please reference the current Land Use Fee schedule for application fees. Fees are due at time of submittal. If critical areas are present, a critical areas study is required and the City's consultant will perform the review. You will be billed for the City's cost for the consultants review and hearing examiner if a hearing is requested. There are often other costs involved which are necessary to fulfill the requirements of your permit.

Other Costs: There are often other costs involved which are necessary to fulfill the requirements of your permit. Some of the more costly items include fees for surveyors, engineers and planners you may hire and the cost of installing all required public improvements. The latter includes installing or widening public streets, sidewalks, street trees, parks, sewers, storm facilities and other utilities.

What Are The Rules Governing Administrative Conditional Use Permits?

Like all land use permits, you must meet the development standards of the *Land Use Code* in order to receive approval. These standards are adopted by City Council and are intended to preserve and enhance the quality of life in the community, and to protect people, property and the natural environment. Some of the pertinent rules are as follows:

- Table 14.48-I of the Land Use Code has requirements for lot sizes, setbacks and building height.
- The International Fire Code is designed to protect you and other properties. It contains requirements for hydrant location, fire truck access and construction standards.
- Except in rare circumstances, you are required to hook up to the Lake Stevens Sewer District sewer system.
- The streets on which the property fronts must be improved to City standards, which varies depending on the street type, ranging from local access to major arterial.
- Significant trees on your property need to be protected to the extent feasible.

Wetlands, streams and steep slopes must not be impacted. Buffers are required to protect the critical areas. The width of the buffer depends on the classification of critical area and the intensity of the adjacent use. In many cases, critical areas and their buffers are dedicated to the City in separate tracts.

What Do I Need to Submit for an Application?

For your application to be complete, you need to submit all the items per the City's application submittal checklist (although some items may be waived by the Planning Department).

Where Can I Find Additional Information?

The Planning Department website has links to the City's land use regulations (Title 14), application forms and informational brochures. Go to www.ci.lake-stevens.wa.us and follow the links to the Planning Department.