

LAND USE APPLICATION SUBMITTAL PROCESS – TYPE 2

Published: 1/29/2018

Land Use permit processes and procedures can be found in RMC Title 4 Chapter 8. These standards are intended to provide the basic steps in the review process and associated timelines from submittal to final decision.

Permit Requirements: A Land Use application is required for all Type 2 permits. See separate submittal requirements pertaining to the specific type of permit applied for in RMC Title 4.

TIME FRAMES

Type 2 permits require Public Notice of the proposed application. A decision is issued administratively by the Administrator. Type 2 permits typically require 6-8 weeks for processing.

LAND USE PERMIT SUBMITTAL PROCEDURES

Step 1: Contact Planning Customer Service for assistance with scheduling a pre-application meeting. See separate handout titled “PRE-APPLICATION” for submittal requirements. A project review team will be assigned upon scheduling of the pre-application meeting and be involved in the project throughout completion.

Step 2: Work with the assigned Planning Project Manager to schedule a pre-screening meeting. At this meeting, the applicant and review team will review the submittal materials. Missing items will be identified and/or revisions requested. This process is utilized to ensure that a complete application is submitted at the next step in the process.

Step 3: Schedule an in-take meeting with the assigned Planning Project Manager. At this meeting, the City’s Planning Project Manager will review the submittal materials again to ensure that requested revisions or missing items have been updated and/or corrected. If all required submittal items are provided and complete, staff will take in the application for official review.

WHAT TO EXPECT AFTER YOUR PROJECT HAS BEEN SUBMITTED TO THE CITY

The Planning Project Manager will process an acceptance letter that deems the application complete, typically within a week from submittal. The application will be routed to City staff and other agencies for review and a notice will be provided to the public for a 14-day public comment period. After the review period has concluded, revisions may be required. Once a thorough review has been completed, a decision, which may also include an environmental determination, is issued by the Administrator and subject to a 14-day appeal period to the Hearing Examiner.



Note: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

Community & Economic Development
Planning Division
(425) 430-7200 | www.rentonwa.gov