

CITY OF MILL CREEK DEVELOPMENT PERMIT REVIEW PROCESS

I. Informal Pre-Submission Discussions Between Applicant and City Staff

Topics include conceptual site layout, specific areas of concern, and requirements for special studies, i.e., traffic or wetland review.

II. A Formal Pre-Application Meeting

The purpose of the formal pre-application meeting is to provide City staff and the applicant an opportunity to review and discuss the proposed plan, submittal requirements, fees, mitigation, project processing times, etc. No fee is required for a pre-application meeting.

Once the applicant emails a conceptual site plan to staff, the pre-application meeting will be scheduled. The pre-application packet is available on the City's website [<http://www.cityofmillcreek.com>]. Prior to the pre-application meeting, the applicant should read and be familiar with the information contained in the packet.

Following the pre-application meeting, staff will send a follow-up email to the applicant to confirm the topics discussed.

III. Application Packet Submittal / Determination of Completeness

The City accepts applications for land use permits through www.MyBuildingPermit.com (MBP). If you are new to MBP, please see the attachment entitled "Getting Started with MyBuildingPermit.com." If you have any questions regarding MBP, please contact the Permit Counter at 425-551-7254 or permitcounter@cityofmillcreek.com.

Following the application submittal, city staff conducts a preliminary review for completeness. **(Determination made within 28 calendar days.)** Upon completion of the review, staff either issues a Letter of Completeness; or if the submittal is not complete, a letter will be sent identifying information required to make the application complete.

Please use the attached Development Application Completeness Checklist to help ensure that your application is complete. Submitting an incomplete application will delay the review process.

You will be sent an invoice through MBP for the appropriate application fees (see attached schedule of fees) at the time of submittal, which must be paid before the application can be deemed complete.

Once an application has been deemed complete, the City's review of the application is required to be completed within 120 days.

IV. Notice of Application

After a letter of completeness is issued, the City will post and publish a Notice of Application. Typically, at this time the applicant is required to post the Notice of Development Application on the project site (see the posting requirements on the City's website). Staff will contact you when the signs are ready for pick-up at City Hall. The Notice of Application has a minimum 14-day comment period. **(Notice posted and published within 14 calendar days of Letter of Completeness.)**

V. Technical Review Committee Meeting

Once the Notice of Application is issued, a meeting of the City's Technical Review Committee (TRC) is scheduled. The purpose of the TRC is to solicit comments from City departments, special districts such as water/sewer and fire districts, WSDOT, PUD, Community Transit, the Everett School District and representatives from Snohomish County Public Works and Planning and Development Services.

The TRC reviews the application for compliance with City policies and regulations and identifies specific concerns or matters related to the provision of services or impacts on public facilities. **(The meeting is generally held within three or four weeks from the date the Letter of Completeness is mailed to allow time for review and analysis of the submittal.)**

If a Critical Area Report / Mitigation plan is required as a part of the application, the City will retain a qualified consultant to review and confirm the applicant's Critical Area Reports, studies, and plans. The entire cost of such additional review is borne by the applicant. If consultant review is required, staff will provide the applicant with a Task Authorization containing an approximate cost of the review as soon as possible. The City will pay the consultant directly once the work has been completed and the applicant will be invoiced for reimbursement through MBP.

A summary of the TRC comments and estimated development impact mitigation fees will be forwarded to the applicant within one week of the TRC meeting. If

additional information or modifications are requested, the 120-day time clock for the maximum processing time will be stopped pending resubmittal.

VI. Environmental Determination

After the TRC process is completed and any outstanding State Environmental Policy Act (SEPA) related issues are resolved, the City will issue an environmental determination pursuant to SEPA. **(Circulation comment and appeal periods are run concurrently and are a minimum of 14 days.)**

At the time the SEPA determination is issued, staff will notify the applicant to submit the required stamped, self-addressed envelopes for property owners within 500-feet of the project site, which is used to send notice to the surrounding property owners of the upcoming Hearing Examiner Public Hearing.

VII. Hearing Examiner Public Hearing

Upon completion of the SEPA environmental review process (including the expiration of the appeal period), an open record public hearing is scheduled before the Hearing Examiner. The applicant will be emailed a copy of the staff report one week before the hearing. The applicant and/or any consultants deemed appropriate by the applicant are expected to attend the hearing and have the opportunity to make a presentation on the proposed project at the Hearing Examiner Public Hearing.

The Hearing Examiner will issue a decision within 10 business days of the conclusion of the hearing. The Hearing Examiner's Decision may be appealed to the City Council. Appeals must be submitted within fifteen (15) days of the date the Hearing Examiner's Decision is issued.

The applicant is responsible for the cost of the Hearing Examiner's services. The City will pay the Hearing Examiner directly once the work has been completed and the applicant will be invoiced for reimbursement through MBP.

VIII. Submittal of Clearing and Grading Permit for Public and Private Improvements

After the Hearing Examiner's Decision, a Clearing and Grading permit for Public and Private Improvements is required by the Engineering and Community and Economic Development Departments.

Road, grading, drainage, erosion control, associated engineering plans, and a cost estimate should be submitted for review online at www.MyBuildingPermit.com. Engineering and Surface Water Utility Fees will be collected at the time of approval, and are determined in accordance with MCMC Sections 3.42.210 and 8.12.050.

Note that water and sewer plans are a separate submittal, review, and approval process through the appropriate water/sewer district.

IX. Design Review Board

After Hearing Examiner approval, most projects must be reviewed and approved by the City's Design Review Board (DRB). The DRB reviews building style, material composition and colors, signage, and landscaping. Prior to submittal please contact your project planner to discuss the DRB submittal requirements and review process. **(The DRB meets on the third Thursday of the month and a complete application must be submitted a minimum of 20 days before the meeting.)** Note: Preliminary, informal DRB review is available for complex projects. Your project planner can give you additional information.

X. Site Construction

Prior to beginning construction, a performance bond is required for any public improvements in accordance with MCMC Section 16.16.040. Additional bonds may also be required for landscaping and wetland mitigation work. The amount of the bond(s) is 125% of the estimated cost of the improvements, and City staff will provide the applicable bond forms when appropriate.

A City Right-of-Way (ROW) Use permit is also required prior to construction per MCMC Section 12.04.020, and should be applied for through MBP. ROW fees will be determined in accordance with MCMC Section 3.42.130.

After the approval of the Clearing and Grading permit, performance bond(s) and ROW Permit, a pre-construction meeting can be scheduled with City staff. Site work can begin after the preconstruction meeting, and appropriate inspections should be scheduled online through MBP.

XI. Final Plat or Final Binding Site Plan (BSP) Process

Final Plats or Final BSPs are the recorded legal documents that segregate individual lots, dedicate public right-of-way, define the constructed locations of buildings, and set forth the legal requirements associated with the development. Final Plat/BSP applications should be submitted through MBP. Prior to submittal please contact your project planner to set up a pre-submittal meeting to discuss the submittal requirements and review process. The applicant will be invoiced through MBP for the appropriate application fees (see attached fee schedule).

The Final Plat/Final BSP must conform to the approved preliminary plat/BSP showing lots, streets, easements and other elements required by code and by the conditions of preliminary plat/BSP approval. The City verifies that the Final Plat/Final BSP meets all conditions and statutory requirements. A Final BSP is reviewed and approved administratively by City staff. Final Plats are reviewed and approved by the City Council. Once necessary signatures are obtained, the City approves and signs the Final Plat/BSP. The applicant may be required to pay taxes (check with the Snohomish County Assessor 425-388-3433) prior to recording the Final Plat/Final BSP with the Snohomish County Auditor. Please contact the Snohomish County Auditor's office at 425-388-3483 for more information.

XII. Building Permit Approval

Building Permits may be applied for through MBP in accordance with the Hearing Examiner conditions of approval.

Model Home Permits: Prior to final plat approval, building permits for model or display homes may be granted subject to the following criteria:

- A. The number of model home permits shall not exceed four per approved preliminary plat.
- B. All model homes must be serviceable with a paved road surface.
- C. All model homes must have a functioning fire hydrant within 300 feet of the buildings and be connected to functional sewer and water service. A letter from the Fire Department, stating their ability to provide fire suppression services, may be required by the Building Official.