



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex
1 East Main Street
Auburn, WA 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

ADMINISTRATIVE USE PERMIT APPLICATION

ADMINISTRATIVE USE PERMIT APPLICATION - INTRODUCTION

(TYPE I, TYPE II, & TYPE III DECISIONS)

What is an Administrative Use Permit?

An administrative use permit is a land use decision most often made by the Department head to allow a certain land use that is not permitted outright within a City specified zoning district. Administrative uses typically require an expanded degree of control to make sure the uses are consistent with, and compatible to, other existing and permitted uses within a zone.

What does Type I, Type II, and Type III refer to?

Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are typically administrative decisions made by the City which include threshold determinations under SEPA. When SEPA is required, the City issues a notice of application which has a public comment period.

Type III decisions are quasi-judicial decisions made by the City of Auburn Hearing Examiner following recommendation by staff. In cases where the application information requires clarification, raises sensitive public policy issues, and/or the comment period demonstrates a substantial degree of public concern, the planning director will forward the application for a decision by the Hearing Examiner.

In each case, the written decision of the Planning Director can be appealed to the Hearing Examiner and the written decision of the Hearing Examiner appealed to the Superior Court of the county in which the property is located.

What is SEPA and when is it applicable?

Administrative use permits may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, timber removal, size of building); projects that require licensing for air emissions or discharges to water; or other factors. WAC 197-11-800 provides the specific thresholds which determine whether SEPA is required. If subject to SEPA, an environmental checklist application must be submitted with the application. After the Notice of Application comment period expires, the Planning Director – who is the City’s SEPA Responsible Official - issues a SEPA threshold determination (TD), or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments during the appeal period.

If the SEPA Responsible Official issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

QUESTIONS? PHONE 253.931.3090 or E-MAIL permitcenter@auburnwa.gov

ADMINISTRATIVE USE PERMIT APPLICATION - INTRODUCTION [CONTINUED]

What is the role of the Hearing Examiner?

The Hearing Examiner is responsible by City Code to interpret, review, and implement land use regulations and other ordinances and regulations. He/she reviews recommendations from City Staff and conducts a public hearing where the public can make written and verbal comments on the application. Following the public hearing, the Hearing Examiner issues a written decision.

When will I know if my application has been forwarded to the Hearing Examiner for a decision?

A written notice will be sent to you within 10 days after the public comment period's close detailing the reason(s) why the permit application was sent to the Hearing Examiner. At this time, supplemental permit review fees will need to be paid in order for the application process to continue. **THE APPLICATION WILL BE DEEMED WITHDRAWN IF THE FEES ARE NOT PAID WITHIN 30 DAYS OF NOTIFICATION BY THE CITY.**

Do I need to be at the Public Hearing for an Administrative Use Permit?

Current City code specifies that the owner or the owner's authorized representative must attend the public hearing. If the owner or the owner's authorized representative is not present at the public hearing, current City code directs that the administrative use application be tabled or public hearing not held until a representative is in attendance.

How long before I am notified if my application is complete?

At the time of filing an application, you must submit all of the written and plan information listed in this application under "Administrative Use Application Submittal Checklist": Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on this checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

How long before I know whether my Administrative Use Permit application is approved or denied?

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless the applicant and city mutually agree to extend the processing of his/her application longer than 120 days.

How long are Administrative Use Permits valid for?

Current city code specifies that an approved administrative use permit must be implemented within two (2) years. If a building permit or occupancy permit has not been issued within the two (2) year period, an approved administrative use permit will become void. A change in use or hours of operation (if specified) outside of that authorized by the implemented administrative use permit will also void the permit.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.



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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTAL DATE: _____
LAND USE DESIG: _____

ADMINISTRATIVE USE PERMIT APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA TO BE DEVELOPED (s.f.): _____
EXISTING USE OF SITE: _____

PROPOSED USE OF SITE: _____



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**ADMINISTRATIVE USE PERMIT
APPLICATION**

**ADMINISTRATIVE USE PERMIT –
LETTER OF AUTHORIZATION**

(A copy of this letter must be submitted for each property owner involved)

I, _____ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [] have not appointed anyone, or [] have appointed _____, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

Signature

Printed Name

Date

City and State where signed

Address



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ADMINISTRATIVE USE PERMIT APPLICATION

ADMINISTRATIVE USE PERMIT APPLICATION CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications
(administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act [SEPA]):**

- Boundary Line Adjustment or Elimination
- Building Permit
- Excavation Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications
(administrative decisions made by the city which include threshold determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications
(quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit
- Preliminary Plat
- Special Exceptions

- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

Type IV Applications – quasi-judicial decisions made by the city council following a recommendation by the hearing examiner:

- Rezone (site-specific)

OTHERS - as may apply:

- SEPA _____
- SHORELINE EXEMPT
- _____
- _____



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ADMINISTRATIVE USE PERMIT APPLICATION

**ADMINISTRATIVE USE PERMIT APPLICATION
SUBMITTAL CHECKLIST**

DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

APPLICATION FEES - Make checks payable to the City of Auburn

All application fees, including, but not limited to: fees for an Administrative Use Permit, Valley Regional Fire Authority (VRFA), Hearing Examiner, SEPA application, and Posting Board. Some fees will not be invoiced until actual costs are known. Current year's fee schedule can be found @ <http://www.auburnwa.gov/forms>.

WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted

A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Application Submittal Checklist. **(One original and 9 copies)**

B. **LETTER OF AUTHORIZATION** Provide **one original** letter of authorization to act contained with this application packet inclusive of all required signatures.

C. **CONCURRENT APPLICATIONS FORM** Identify applications that are being submitted concurrent with the administrative use application.

D. **WRITTEN STATEMENT OF CONFORMANCE WITH CRITERIA.** Provide a detailed description of the proposed project or proposal including, but not limited to: the changes to the site, structure, landscaping, parking and land use and addressing how proposal meets criteria of ACC 18.64.040 (Findings of Fact). These code criteria are listed at the end of this application packet.

E. **SEPA CHECKLIST APPLICATION.** If the administrative use will result in a project that is not categorically exempt from SEPA under state and city rules or will impact lands designated as critical areas, the Planning Director will require a **completed** copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.

- F. **ADDITIONAL PUBLIC NOTICE REQUIREMENTS DOCUMENTATION** demonstrating completion of additional public noticing per ACC 18.64.020(1), if applicable.
- G. **NEIGHBORHOOD REVIEW MEETING DOCUMENTATION.** Submit required documentation for neighborhood review meeting required by ACC 18.02.130, if applicable. Neighborhood review meetings are required by ACC 18.02.130.B for residential subdivision project comprising forty (40) or more lots or units; or multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.
- H. **WRITTEN/PLAN/GRAPHIC EVIDENCE OF COMPLIANCE TO MULTI-FAMILY/MIXED USE DESIGN STANDARDS AND INFILL STANDARDS.** If applicable to the proposed project, submit required written and plan/graphic documentation demonstrating compliance to the applicable design standards for multi-family or mixed use development contained within the City of Auburn "Multi-Family/Mixed Use Developments Design Standards". If infill standards apply, submit required written and plan/graphic documentation demonstrating compliance with ACC18.25.

PLANS & GRAPHICS - Total of ten (10) full size copies & one (1) 11" x 17" copy

- A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) and should have a maximum sheet size of **24" x 36"**, at a scale not less than 1"=40'. Architectural elevations may be drawn to an architectural scale and should have a maximum sheet size of **24" x 36"**. All plans should be folded to fit a legal size file jacket.
- B. **SITE PLAN:**
1. Vicinity Map;
 2. North arrow, graphic scale, and date plan was prepared;
 3. Boundaries and dimensions of the property;
 4. Adjacent public streets;
 5. Easements, existing and proposed;
 6. Location and size of all existing and proposed utilities;
 7. Location of all buildings, including setbacks;
 8. Location and layout of off-street parking;
 9. Location and height of fences;
 10. Location and size of signs;
 11. Conceptual landscape plan (refer to Item D below for more information);
 12. Height of structures;
 13. Building elevations (refer to Item C below for more information);
 14. Points of access, interior streets, driveways, and parking areas;
 15. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths;

- 16. Proposed right-of-way, dedications and improvements;
- 17. Location of storm water quality/detention facilities;
- 18. Boundaries of development phases, if applicable; and,
- 19. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.

C. ARCHITECTURAL ELEVATIONS: If the administrative use involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed construction or modification. These drawings should include dimensions of the building(s) or other structure(s) and the type and occupancy of the buildings or structures per the International Codes. Indicate the proposed exterior materials, colors, and textures.

D. CONCEPTUAL LANDSCAPING/PLAN prepared in accordance with ACC 18.50 (Landscaping and Screening) inclusive of:

- 1. North arrow, graphic scale, and date plan was prepared;
- 2. Boundaries and dimensions of the property;
- 3. Adjacent public and private streets;
- 4. Location of on-site buildings;
- 5. Location of on-site parking areas;
- 6. Location of outdoor storage areas;
- 7. Location and size of landscape areas;
- 8. Location of significant trees;
- 9. Location of water source(s);
- 10. Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains; and,
- 11. Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting.

WRITTEN STATEMENT OF DECISION CRITERIA FOR ADMINISTRATIVE USE PERMITS

In a written statement please fully describe the proposal and its conformance with the following criteria as specified in ACC 18.64.040 (Findings of Fact).

- A. The use will have no more adverse effect on the health, safety or comfort of persons living or working in the area and will be no more injurious, economically or otherwise, to property or improvements in the surrounding area than would any use generally permitted in the district. Among matters to be considered are traffic flow and control, access to and circulation within the property, off-street parking and loading, refuse and service area, utilities, screening and buffering, signs, yards and other open spaces, height, bulk, and location of structures, location of proposed open space uses, hours and manner of operation, and noise, lights, dust, odor, fumes and vibration;
- B. The proposal is in accordance with the goals, policies and objectives of the comprehensive plan;
- C. The proposal complies with all requirements of the zoning code;
- D. The proposal can be constructed and maintained so as to be harmonious and appropriate in design, character, and appearance with the existing or intended character of the general vicinity;
- E. The proposal will not adversely affect the public infrastructure; and,
- F. The proposal will be supported by adequate public facilities and services and will not adversely affect the public infrastructure;
- G. The proposal's impacts can be appropriately mitigated through the application of conditions of approval, as applicable.