

## **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, requirement for special studies, i.e., traffic or wetland review and coordination with other agencies with jurisdiction.

### **II. A Formal Pre-Application Conference**

City staff and the applicant review the proposed plan, submittal requirements, fees, mitigation, project processing times, etc. No fee is required for a pre-application meeting.

### **III. Application Packet Submittal to the City/Letter of Completeness**

City staff conducts preliminary review for completeness. Upon completion of the review, staff issues a Letter of Completeness or identifies information required to make the application complete. Please use the attached Development Application Completeness Checklist to ensure that your application is complete. Submitting an incomplete application will delay the review process. **(Determination made within 28 calendar days.)**

### **IV. Notice of Application**

After a letter of completeness is issued, the City will post and publish a Notice of Application. **(Notice posted and published within 14 calendar days of Letter of Completeness.)**

### **V. Technical Review Committee Meeting**

Once the application is deemed complete and the Notice of Application is issued, a meeting of the City's Technical Review Committee (TRC) is scheduled. The TRC is composed of representatives from City departments, special districts such as water and fire districts, WSDOT, PUD, Community Transit, and representatives from Snohomish County Public Works and Community Development. 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.)** A summary of the TRC comments will be forwarded to the applicant within one week of the TRC meeting.

**VI.**        Environmental Determination

After the TRC process is completed and any outstanding SEPA related issues resolved, the City issues an environmental determination pursuant to SEPA. If an environmental impact statement is not required, a Mitigated Determination of Non-Significance (MDNS) will be issued. **(MDNS circulation comment and appeal periods are run concurrently and are a minimum of 14 days. The EIS process is three to four months.)**

**VII.**       Hearing Examiner Public Hearing

Upon completion of the environmental review process, an open record public hearing is scheduled before the Hearing Examiner. The applicant and/or any consultants deemed appropriate by the applicant will be expected to make a presentation on the proposed project at the Hearing Examiner Public Hearing. This is the applicant's opportunity to present their case with regard to any of staff's recommended Conditions of Approval, contained in the staff report, that they are not in agreement with. The applicant will be mailed a copy of the staff report one week before the hearing. Copies are also available by email or fax if requested. The Hearing Examiner will issue a decision within 10 business days of the conclusion of the hearing.

**VIII.**      Appeal Process

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.

**IX.**        Submittal of Clearing and Grading and Civil Plans for Public and Private Improvements

Clearing and Grading plans and Civil Plans for Public and Private Improvements must be approved by the Public Works and Community Development Departments before any site work can begin. In addition, the Civil Plans must be approved before the Building Permits can be submitted. Please submit six sets of full size prints along with a \$2,000 Engineering fee deposit. Allow a minimum of six weeks for approval. Plans requiring substantial corrections and multiple reviews could take significantly longer. Engineering Plan Check and Inspection Fees will be collected at time of approval.

X. Design Review Board

After Hearing Examiner approval, most projects must be reviewed and approved by the City's Design Review Board. The Board reviews building style, material composition and colors, signage, and landscaping. A preliminary review session with the Board is strongly encouraged for large projects. **(The Design Review Board meets on the third Thursday of the month and a complete application must be submitted 20 days before the meeting. For a major project, allow two months.)**

XI. Building Permit Approval

Building Permits may be applied for once a Final Plat or Binding Site Plan has been approved by the Hearing Examiner and the Public Works Department has approved the civil plans. All commercial and multifamily applications must be accompanied by three complete sets of plans. All single-family residential submittals must be accompanied by two sets of complete plans. The following plans/information must be supplied in order for the plan review process to begin:

- A. Plot Plan
- B. Floor Plan
- C. Building Elevations
- D. Cross-Sectional Details
- E. Energy Code Compliance
- F. Structural Engineering (Wet-Stamped w/Original Signature)
- G. Tree Preservation Plan (for single-family residential)
- H. Plumbing/Mechanical/Fire Suppression/Fire Alarm Plans (for commercial and multifamily)
- I. Approved Civil Plans (commercial and multifamily)
- J. Impervious Surface Area (commercial and multifamily)

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 ATB 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.