

Current Planning Procedures for C-2 permit decisions

1. The first step in any project is taken by the applicant when he **submits** an application to the city planner. The applicant submits all information required by the code and all materials listed on the application form.

The city planner **transmits** the application to city staff reviewers and determines whether the application contains all required information. If not complete, a letter of **incomplete** application is sent with a list of required materials the applicant is to submit to make it complete.

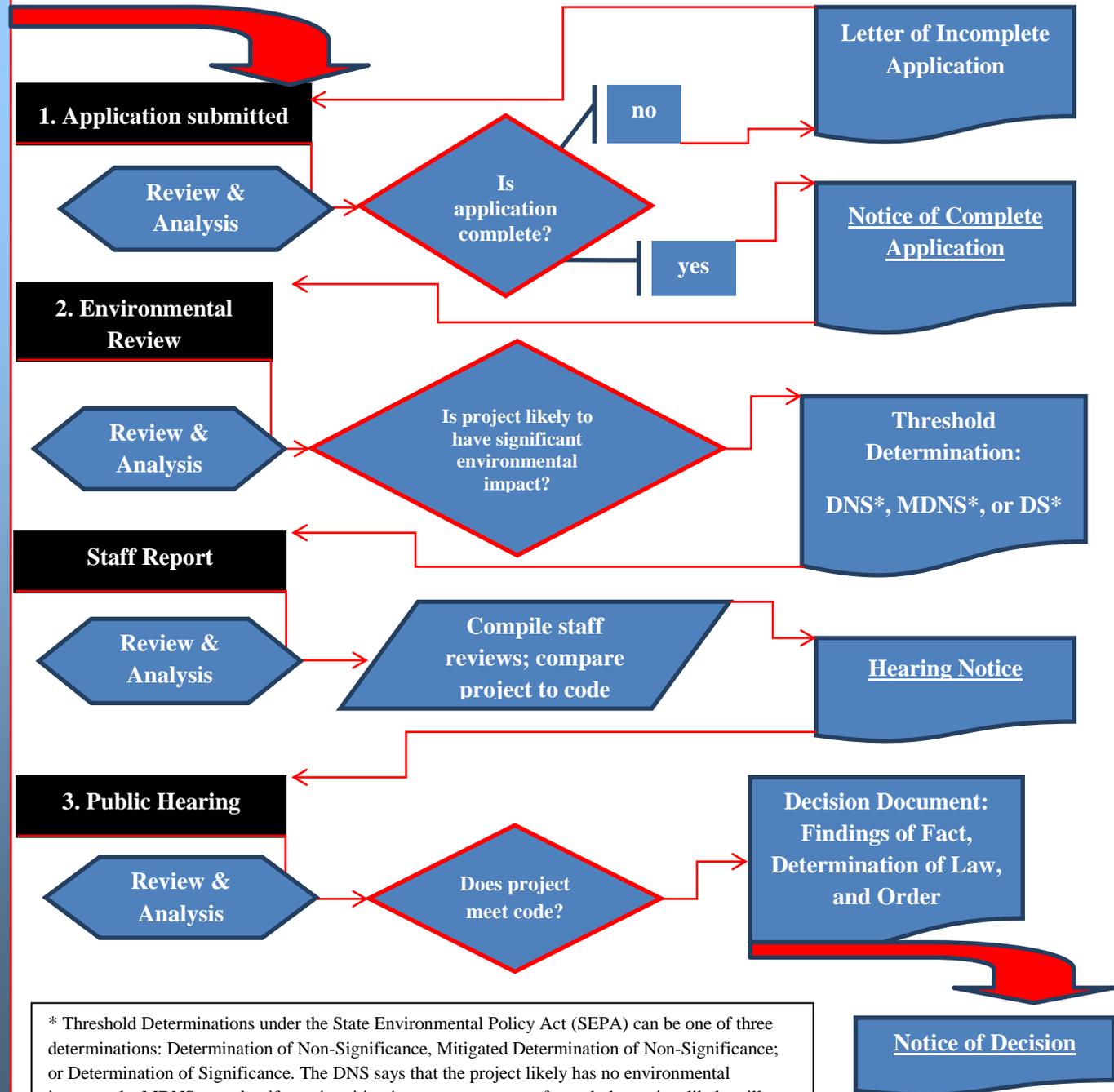
If complete, a notice of **complete** application is sent to neighbors within 300 feet, is published in the legal newspaper, and the applicant posts his property.

Regardless of whether the application contains all required materials, the city may require any information it needs at any time during project review to fully review the application.

2. If little or no significant environmental impacts are expected and **SEPA*** is required, the notice of application may combine the comment periods so that no comment period is required after the SEPA threshold determination.

If the project is SEPA exempt, no threshold determination is needed and we can move to the next step of **compiling data and writing a staff report**.

3. At the very least, variances, conditional use permits, and site plan reviews require public hearings. The **decision body** may deny, approve, approve with conditions, or remand the application back to the city for more review.



* Threshold Determinations under the State Environmental Policy Act (SEPA) can be one of three determinations: Determination of Non-Significance, Mitigated Determination of Non-Significance; or Determination of Significance. The DNS says that the project likely has no environmental impacts; the MDNS says that if certain mitigation measures are performed, the project likely will have no environmental impact. The DS is a determination that no measure likely can mitigate the project's environmental impacts and an environmental impact statement is required.