



Planning & Community
Development

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Permit Processes and Decisions

The City of Shoreline processes and issues a variety of permits and approvals for construction and land development. The application, review, and decision making process for each are based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of public input sought, and the type of appeal opportunity. The decision makers are City Council, Hearing Examiner, Director or staff.

The permits or approvals fall into one of the following four types of development decisions:

- **Type A** (Ministerial)
- **Type B** (Administrative)
- **Type C** (Quasi-Judicial)
- **Type L** (Legislative)

Each decision type follows a specified process that is outlined in the procedures and administration section of the Shoreline Municipal Code (SMC) 20.30.010 – 20.30.070. The purpose of these processes is to create a forum for timely and informed public participation and provide for a timely and predictable permit process that balances the needs of the permit applicant and their neighbors.

The permit process may entail public notification, pre-application meetings, public hearings, plan reviews, decisions, and inspections.

The decision processes are summarized below and the following table includes the permits and approvals processed by the City and their corresponding process.

Type A - Ministerial Decisions (SMC 20.30.040)

Ministerial Decisions are based on compliance with specific, nondiscretionary and/or technical standards that are clearly enumerated. The decisions are made by the Director or staff and are exempt from notice requirements. Appeal of these decisions may be made to Superior Court.

The permits that are subject to this process include building and construction, site development,

Hours of Operation:

Monday 8:00 am-5:00 pm
 Tuesday 8:00 am-5:00 pm
 Wednesday 1:00 pm-5:00 pm
 Thursday 8:00 am-5:00 pm
 Friday 8:00 am-5:00 pm

Permit Processing Ends at 4:00 pm Daily

Application/Plan
Submittal

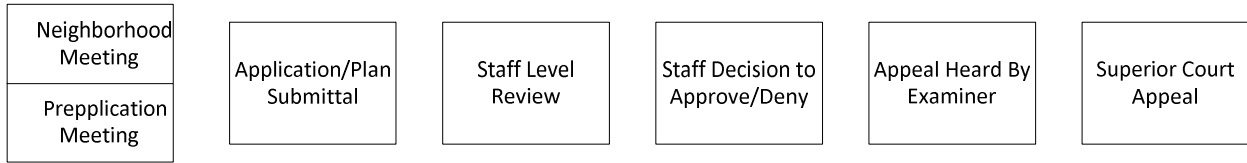
Staff Level
Review

Staff Decision to
Approve / Deny

Superior Court
Appeal

Type B - Administrative Decisions (SMC 20.30.050)

The Director makes Administrative Decisions based on standards and clearly identified criteria. A neighborhood meeting is required and a decision to approve, approve with modifications, or deny the application is issued in writing. These decisions are appealable in an open record appeal hearing that is conducted by the Hearing Examiner. The exceptions to this are shoreline substantial development permits, shoreline conditional use permits, and shoreline variances which are appealable to the State Shorelines Hearings Board.

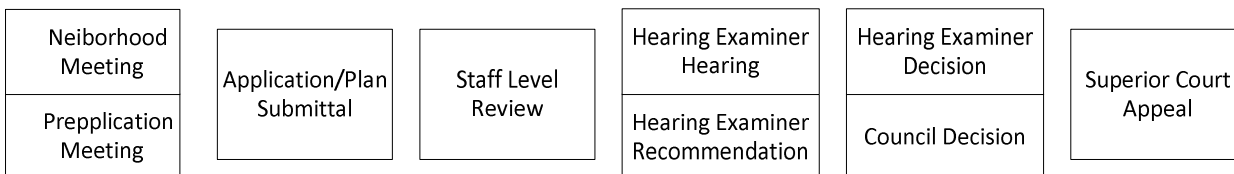


Type B applications require a pre-application meeting with the City and a neighborhood meeting prior to the submittal of an application. Please contact (206) 801-2500 to be assigned a project manager to assist you through this process.

Type C - Quasi-Judicial Decisions (SMC 20.30.060)

Decisions are made by the City Council or Hearing Examiner and involve the use of discretionary judgment in the review of each specific application. Type C decisions require findings, conclusions, an open record hearing, and recommendations prepared by the review authority, usually the Hearing Examiner, for the final decision made by the Hearing Examiner and occasionally the City Council.

Type C applications require a pre-application meeting with the City and a neighborhood meeting prior to the submittal of an application. Please contact (206) 801-2500 to be assigned a project manager to assist you through this process.



Type L - Legislative Decisions (SMC 20.30.070)

A Legislative Decisions is a non-project decision (decision not associated with a development proposal) made by the City Council under its authority to establish policies and regulations regarding future private and public developments and management of public lands.

Decision or Permit	Decision or Permit
Type A:	Type B:
1. Accessory Dwelling Unit	1. Binding Site Plan
2. Lot Line Adjustment including Lot Merger	2. Conditional Use Permit (CUP)
3. Building Permit	3. Short Subdivision
4. Final Short Plat	4. SEPA Threshold Determination
5. Home Occupation, Bed and Breakfast, Boarding House	5. Shoreline Substantial Development Permit, Shoreline Variance and Shoreline CUP
6. Interpretation of Development Code	6. Zoning Variances
7. Right-of-Way Use	Type C:
8. Shoreline Exemption Permit	1. Formal Subdivision
9. Sign Permit	2. Rezone of Property
10. Site Development Permit	3. Special Use Permit (SUP)
11. Deviation from Engineering Standards	4. Critical Areas Special Use Permit
12. Temporary Use Permit	5. Critical Areas Reasonable Use Permit
13. Clearing and Grading Permit	6. Final Formal Plat
14. Administrative Design Review	7. Street Vacation
15. Floodplain Development Permit	8. Master Development Plan
16. Floodplain Variance	Type L:
	1. Amendments and Review of the Comprehensive Plan
	2. Amendments to the Development Code
	3. Development Agreements