City of Shoreline – Special Use Permit Process Timelines

Preapplication – SMC 20.30.080

Pre-Application Submittal
- Meeting scheduled ~14 Days after submittal

Pre-Application Meeting
- Required Prior to Neighborhood Meeting
- **November 8, 2016**

Written Summary Letter
- Letter approx. 1 week after meeting.
- ~21 day to 1 month process

Neighborhood Meeting – SMC 20.30.090

Mailling Labels Request
- Min 1-3 days prior to need
- 500 ft around Project area
- Must meet City requirements

Mail Neighborhood Meeting Notificaiton
- Min 10-14 days prior to meeting
- Mailed by ST
- City Received 11/7/2016

Neighborhood Meeting
- Meeting required prior to SUP submittal
- Must be held by ST
- **November 16, 2016**

Neighborhood Meeting Summary
- Summary report required for submittal with SUP

Special Use Permit – SMC 20.30.330

SUP Application Submittal
- Max 28 days for Complete Determination
- **Goal: March 29 submittal**

Determination of Completeness
- Written determination
- SMC 20.30.110

Notice of Application Mailed
- City mails within 14 days of "Complete" determination
- ST Posts signs
- Newspaper

Public Comment Period
- 21 day public comment period starts with notice of application

Notice of Public Hearing Mailed
- City mails minimum 15 days prior to Public Hearing
- ST Posts signs
- Newspaper

Public Hearing - Hearining Examiner
- Hearing Examiner hears staff recommendation, applicant testimony, and public comment.

Hearing Examiner Decision
- Decision provided no later than 14 days after hearing

Notice of Decision
- Issued within 3-5 days depending on timing of notice
- City mails notice of decision
- ST Posts signs
- Newspaper publication

Preapplication	Neighborhood Meeting	Special Use Permit Application
Minimum 14 days	Minimum 14 days	Target Time Limit for Decision = 120 days

March 2017