

**PROCEDURAL REQUIREMENTS FOR LAND USE ACTIONS  
RELATED TO ZONING AND COMPREHENSIVE PLAN  
EFFECTIVE MAY 2002 – UPDATED AUGUST 2012**

<u>Type of Land Use Action</u>	<u>Final Action: Staff, P.C., or Council</u>	<u>Type of Meeting</u>	<u>Type of Notice</u>	<u>If Mailed, Distance for Mailing</u>	<u>Time Limit: Application to Hearing</u>	<u>Time Limit: Notice to Hearing</u>	<u>Other Time Limits: Limits Which Apply to Actions</u>	<u>Notice of Final Decision</u>	<u>Fee Schedule</u>	<u>Code Citing and Notes</u>
<b>Conditional Use</b>	Planning Commission	Hearing	Newspaper Mail	500'	Not specified	Published at least 10 days prior to hearing - this also applies to mailing.	120 day rule	Sent within 7 days	\$ 350.00	<b>Chapter 18.25</b> - Requirements Void one year after date of approval <i>unless</i> BP issued & substantial constr. began – PC may extend NTE 1-year
<b>Variance</b>	Planning Commission	Hearing	Newspaper Mail	300'	Not specified	Published at least 10 days prior to hearing; this also applies to mailing.	120 day rule	Sent within 7 days	\$ 300.00	<b>Chapter 18.45</b> - Requirements Void one year after date of approval <i>unless</i> BP issued & substantial constr. began – PC may extend NTE 1-year.
<b>Site Plan Review Industrial Zone &amp; Developments</b>	Planning Commission	Public Meeting	Mail	300' 10 days prior	Within 35 days of application acceptance.	Not specified	Action within 35 days of 1 <sup>st</sup> meeting. 120 day rule		\$ 100.00	<b>Chapter 18.35</b> Initial review – staff; 2 copies from applicant. If appealed – C.C. same time frames; 35 days from appeal, 35 days to action.
<b>Medical Hardship</b>	Planning Commission	Public Meeting	Mail	Abutting Properties 10 days prior	35 days		120 day rule; P.C. decision 35 days after 1st meeting; Council same timeline if appealed		\$ 50.00 \$ 10.00 Bi-annual Renewal	<b>Chapter 18.30.130</b> Meet within 35 days of application

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<b>Manufactured Home Permit</b>	Staff	Staff Decision	None				120 day rule		\$ 100.00	<b>Chapter 18.30.120</b>
<b>Non Conforming Use</b>	Council (Extension)	Public Meeting	None				120 day rule		\$ 100.00	<b>Chapter 18.40</b> Nonconforming Uses If use is discontinued for one year, use is no longer authorized. C.C can authorize 1 year extension.
<b>Zoning Text or Map Amendment</b>	Planning Commission Council Final	Public Meeting Hearing	Newspaper Mail	500' At least 10 days prior.	Not specified	Publish at least 10 days prior to hearing	120 day rule does not apply if Comp. Plan is also amended; P.C. recommends action to C.C. w/i 40 days of first meeting.	7 days for P.C. & Council	\$ 750.00	<b>Chapter 18.55</b>
<b>Comp. Plan Text or Map Amendment</b>	Planning Commission Council Final	Both are Hearings	Newspaper, Mail, Posting	250' 20-30 days prior	60 days	20-30 days prior	P.C. recommendation w/i 90 days of 1st hearing; Council hearing w/i 60 days after P.C. recommendation; C.C. decision w/i 120 days after 1st hearing.		\$ 750.00	<b>Chapter 19.05</b> Procedure-Comp Plan Amendment Notice sent to districts & agencies at least 20 days prior to hearing. Prior to final decision, Send DLCD a Plan Amendment notice.
<b>Appeals - Staff Appeals - Planning Commission</b>	Planning Commission Council	Both are Hearings	(same as action being appealed) If mailed; allow 10 days prior.				If not specified, allow 10 days prior to <b>hearing</b> for publication		(same as action being appealed)	Any action or ruling made by staff becomes final if not appealed within 10 days. If appealed to C.C., must be within 10 days or decision is final.

**PROCEDURAL REQUIREMENTS FOR LAND USE ACTIONS  
RELATED TO PROPERTY DIVISIONS AND ANNEXATION  
EFFECTIVE MAY 2002 – UPDATED AUGUST 2012**

<u>Type of Land Use Action</u>	<u>Final Action: Staff, P.C., or Council</u>	<u>Type of Meeting</u>	<u>Type of Notice</u>	<u>If Mailed, Distance for Mailing</u>	<u>Time Limit: Application to Hearing</u>	<u>Agency Review</u>	<u>Time Limit: Notice to Hearing</u>	<u>Other Time Limits: Limits Which Apply to Actions</u>	<u>Fee Schedule</u>	<u>Code Citing</u>
Tentative Plat Subdivision	Plan. Comm. Council review	P.C. Hearing Council mtg.	Newspaper, Mail, Posting	Abutting Owners	Submit 10 copies 45 days	Yes; 45 days	20 days	P.C. action w/in 60 days 120 day rule (18.55.060)	\$ 1,500.00 + \$ 20.00 per lot	<b>Chapter 17.20</b>
Final Plat Subdivision	Staff review; Signed by P.C. Chair	Public meeting	None	None	Must be submitted w/l 1 year after tentative plat is approved.	None	None	Recorded 90 days after P.C. chairman signs; developed within 5 years; Council and P.C. involved with improvements and bonding review; copy filed w/City w/in 30 days after recording.	\$ 1,250.00 + \$ 20.00 per lot + 10% set aside for public improvement const. costs.	<b>Chapter 17.20.060</b>
Major Partition Tentative Plat	Plan. Comm. Council review	Public Meeting	Mail	Abutting Owners	Submit 10 copies 45 days	Yes; 30 days	Not Specified	P.C. action w/i 35 days of first meeting; 120 day rule of public improvement construction costs	\$ 750.00 + set aside = to 10%	<b>Chapter 17.40</b> Applicant supplies 10 copies 30 days prior to meeting.
*The final partition plat shall be filed, including fee, with the City within one year of approval of the tentative partition plat.										
Minor Partition Tentative Plat	Plan. Comm.	Public Meeting	Mail	Abutting Owners	Submit 10 copies 45 days	Yes; 30 days	Not Specified	P.C. action 35 days after first meeting; 120 day rule	\$ 500.00	“ “ “
*The final partition plat shall be filed, including fee, with the City within one year of approval of the tentative partition plat.										

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Partition Final Plat	Staff review; Signed by P.C. Chair	Public meeting	None	None	6 months after tentative plat OK	None	None	Within 45 days of approval, must be forwarded by developer to county clerk for recording; within 30 days of recording, developer shall provide final copies to City.	\$ included in preliminary plat costs	“ “ “
<p>*Plat review of final plat shall be conducted within 35 days of submittal.            **The final partition plat shall be filed, including fee, with the City within one year of approval of the tentative partition plat.</p>										
Property Line Adjustment	Plan. Comm.	Public meeting	Mail	Staff action to applicant and landowner	35 days	None	None	P.C. meeting w/i 35 Days of receipt of application	\$ 150.00	<b>Chapter 17.45</b> Applicant files approved document w/ County; w/i 30 days applicant provides City with copies.
Annexation	Plan. Comm. Council	Both are Hearings	Newspaper, Mail, Posting	Affected Property Owners	2 Weeks				\$ 400.00 + \$ 25.00 per acre Chapter 18.15.030 Zoning of Annexed Areas	

\*Annexation is by Ordinance; providing for annexation of property, dispensing with a City election on the question, fixing a day for public hearing and directing that notice be published and posted. Can include Comprehensive Plan and Zoning Map amendments. (see Fixsen Annexation File for example)

Appeals Same as Cost of Original land use application

**\*\*Regarding consolidations of applications; if City Council action is required on any of the applications, the Council shall take final action on all of the applications.**