



# Land Use Code Exemption Submittal Requirements

A proposed minor addition, site modification, activity or improvement to a building or site with prior land use permit approval where the proposal is exempt from a new land use permit and approval amendment.

**You must apply for this permit online** and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

## Land Use Code Exemption (LJ)

Required Documents
Bill-To Form
Building Elevations – show the proposed location(s) for all signs. Provide conceptual details of the number, sizes and design, including overall dimensions. All signs must be obtained by separate permit and meet the Bellevue Sign Code (BCC 22B.10).
Building Materials and Color Samples
Letter of Property Owner Authorization (required if applying for a Wireless Communication Facility)
Preliminary Landscape Plan (required for some commercial and multi-zoned land and when there are changes to landscaping)
Project Narrative (Written Project Description)
Sign Master Plan
Site Plan A
Site Photographs and/or Photo Simulations

## Other Requirements

- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.
- If applying for a Wireless Communication Facility, provide a written response to demonstrate compliance with the criteria of LUC 20.30F.175.C.1.