



Local Project Review Act

Information Session – April 2025

1. **Senate Bill (SB) 5290 Background**

- SB 5290 Project Overview
 - Amended the Local Project Review Act (RCW 36.70B)
 - Focused on Land Use and environmental permits
 - Goal to create efficiencies and streamline permitting
 - Mandatory permit review timelines
 - Included penalties and streamlining incentives for jurisdictions
 - Effective summer 2023 and beyond
- Department of Commerce Role
 - Lead role for implementation across the state
 - Administer two grant programs
 - Convene statewide digital permitting work group
 - Provide technical assistance and guidance to jurisdictions
 - Template and guidance for annual performance report
 - Plan to provide local governments with temporary permit staff
 - <https://www.commerce.wa.gov/growth-management/gma-topics/local-project-review/>
- SB 5290 Key Components
 - Procedural and administrative
 - Prohibits site plan review on interior alterations

- Requires clear submittal requirements
- Requirements for completeness check process
- Publish performance report at local and state level
- Changes to terminology and definitions
- Permit timelines – “Shot Clocks”
- 65 days when a public notice is not required
- 100 days when a public notice is required
- 170 days when public notice and public hearing is required
- Permit fee refund penalties
- Streamlining measures
- Incentivized the adoption of three measures to avoid permit fee refunds
- SB 5290 Overview
 - Land Use Code changes adopted and effective Jan. 1
 - Codified permit timelines for project permits
 - Procedural changes and updates
 - Director rulemaking
 - Streamlining measures adopted and effective January 1
 - Three resourcing measures implemented with 2025-26 budget
 - Exempts city from permit fee refunds
- SB 5290 Annual Reporting
 - Annual performance report guidance recently released
 - Annual report focused on a sub-set of permits
 - Preliminary and final subdivisions
 - Binding site plans
 - Multifamily housing permits
 - Construction permits for the above referenced permit types
 - Annual report data is available on the [city's website](#) and submitted to Dept. of Commerce

2. **City of Bellevue Permit Process**

- Preapplication Conference

- Pre-apps required for Critical Use Areas and Short Plats
 - Conditional Use Permit (LB)
 - Shoreline Conditional Use Permit (WA)
 - Preliminary Plat (LL)
 - Preliminary Short Plat (LN)
 - Planned Unit Development (LK)
 - Design Review (LD)
 - Design and Mitigation Permits LUC 20.25.M (Light Rail Overlay District)
 - Critical Areas Land Use Permit (LO)
- New Checklist for Land Use Permits
 - Details all required submittals requirements
 - Allows staff to waive certain documents/plans
 - Streamlines the submittal process
 - Helps with completeness review and reduces revision cycles
 - The website was update on Jan. 13 and provides a more comprehensive look at each permit type and submittal requirements

An image of the updated checklist was provided during the presentation. For more information or to obtain a copy, please contact Land Use at 425-452-4188 or landusereview@bellevuewa.gov.

3. **Submittal Requirements for Completeness Review**

- Submittal Requirements
 - Combining and reorganizing based on feedback
 - Revised submittal requirements on [City of Bellevue website](#)
- City of Bellevue Website
 - [Land Use Permit Descriptions](#)
 - Required Documents
 - Single PDF
 - Building Design Documents
 - Site and Infrastructure Documents
 - Bookmarks
 - Document Descriptions
 - All permits submitted through [MyBuildingPermit.com](#)

- Completeness Check
 - Application intake (LUC 20.35.030.C)
 - 28-day completeness review (LUC 20.35.030.D)
 - Application complete or incomplete
 - Review and revision comments
 - Resubmittal must address revision comments
- How to Ensure Completeness
 - Review city's website
 - Preapplication conference
 - Contact staff to discuss submittal requirements: [Development Services Department contacts](#)
 - [Schedule virtual meeting to discuss specific submittal requirement](#)

For more information, please review the [Permit Streamlining Land Use Code Amendment information](#) on the city website.



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4570 (voice) or email (mailto:DS_Experience@bellevuewa.gov). For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

