



Administrative Conditional Use Submittal Requirements

Review of certain use or development to ensure compatibility within the land use district or with surrounding properties and wireless communication facilities.

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

Administrative Conditional Use (LA)

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).
Boundary and Topographic Survey
Description of Proposal and Design Intent - submit a written description of the proposal, including square feet of the proposed building addition and of existing buildings. For wireless communications facilities, refer to Wireless Communication Supplemental Information.
Environmental Checklist
Exterior Lighting Plan
Floor Plan
Geotechnical Report
Letter of Property Owner Authorization
Preapplication Conference Letter
Preliminary Clearing & Grading Plan
Preliminary Landscape Plan
Site Photographs and/or Photo Simulations
Site Plan A – required for wireless communication facilities; also submit Wireless Communication Supplemental Information
Site Plan B - 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).
Noticing Requirements - The City of Bellevue provides mailed noticing (including labels) to all property owners within 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site. The applicant will pay \$230 per sign.

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.