



LAND USE REVIEW PROCESS

10/14/09

The following information is provided to help applicants understand the city's process for reviewing land use decisions. Each process is defined by *Bellevue Land Use Code* 20.35.015.



Process: Which process is required to review my land use application?

The review process for each land use decision is determined by application type:

Process I: Conditional Use (CU), Shoreline CU, Preliminary Plat, Planned Unit Development.

Process II: Administrative Amendment, Administrative CU, Design Review, Home Occupation Permit, Interpretation of the LUC, Preliminary Short Plat, Shoreline Substantial Development Permit, Variance/Shoreline Variance, Critical Area Land Use Permit, SEPA review.

Process III: Rezone, specific applications under the jurisdiction of the Community Council.

Process IV: Comprehensive Plan Amendment, Citywide Rezone.

Process V: Temporary Encampment Permit.

Each process is described in *Land Use Code* 20.35; and when required, the process includes *State Environmental Policy Act* (SEPA) review.

Review Timeline: How long will it take the city to review my land use application?

The review timelines vary depending on the review process. The average timelines for all applications processed last year are:

Process I: 7-10 months.

Process II: 6-9 months.

Process III: 6-9 months.

Process IV: 7-10 months.

Process V: 4-6 months

Timelines can increase with higher levels of community participation, complex environmental or design issues, number of revisions, and staff workload.



Project Manager: Who manages the review process for the city?

The project manager for all Process I-V applications is a land use planner in the Development Services Department (DSD), except that non-project rezones, annexations, and Comprehensive Plan amendments are managed by a policy planner in the Department of Planning & Community Development (PCD). General questions about the process, timeline, land use requirements, and policies should be directed to the project manager. Questions about other regulatory codes should be directed to the staff person reviewing those elements of proposal.

City Decision Maker: Who makes the decision on my application?

The decision maker varies with the land use review process, the level of discretion, potential impacts of the decision, and public involvement/opposition. The decision making framework is contained in the *Land Use Code*: <http://www.bellevuewa.gov/bellcode/Bluc2035.html#20.35.010>. Appeals are heard and decided by the Hearing Examiner, the City Council, or Superior Court, depending on the review process. The decision maker for each review process is:

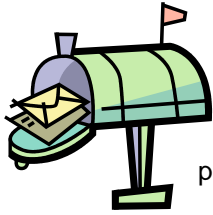
Process I: Hearing Examiner

Process II: DSD Director

Process III: City Council

Process IV: City Council

Process V: DSD Director



Public Notice: *Is public notice of my application requirement?*

Once an application is deemed complete, the *Notice of Application* is required to be mailed to all property owners within 500 feet of the proposal site. The notice includes two public information signs placed on-site and publication in the Weekly Permit Bulletin. The minimum comments period is 14 days. *The Notice of Decision* is published in the Weekly Permit Bulletin and sent to all parties of record.

Community Participation: *Does my application involve community participation?*

Yes, all of the above land use applications include the opportunity for public notice, comment, and appeal. Applicants may reduce the potential for an appeal by working with the community to understand and address their concerns.



Appeals: *Can the city's decision be appealed?*

Yes, any person who submitted written comments on a proposal before the decision is issued may appeal the decision. The reference to "minimum comment period" in the *Land Use Code* is the minimum required length, but comments are accepted until the decision is published.

Review Team: *How do I obtain contact information for the city's review team?*

Reviewer names are available at www.mybuildingpermit.com by entering the permit application number. city staff phone numbers are located on mybuildingpermit.com in the application information.

Application Status: *How soon after submitting my application will I hear from the project manager?*

Within 28 days or less the applicant will be contacted if the application is incomplete. The timeline begins once the application is deemed "complete." Public notice of the application, city/community meetings, and reviewer comments on the proposal generally occur within 6-8 weeks of the application being deemed complete.

Revision Submittals: *Where do I submit revisions, and how many copies of each sheet/document should I submit?*

All revisions must be submitted to the Development Services Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. Please refer to the "Submittal Chart" for the required number of copies.

Maintaining the Schedule: *What can I do to maintain the review schedule?*

The project manager's responsibilities include working with the applicant and project review staff to stay on schedule. You help the team stay on schedule by submitting a complete application and responding to all city requests and community concerns in a comprehensive and timely manner.



Thank you again for submitting your application to the City of Bellevue.

This document is intended to provide guidance in applying certain *Land Use Code* regulations and is for informational use only. It cannot be used as a substitute for the *Land Use Code* or for other city codes, such as the *Construction Codes*. Additional information is available from Development Services at Bellevue City Hall or on the city website at www.bellevuewa.gov.

For land use regulations that may apply to your project, contact the Land Use Information Desk in Development Services. Phone: 425-452-4188. E-mail: landusereview@ci.bellevue.wa.us. Assistance for the hearing impaired: dial 711.