

## **CONDITIONAL USE PERMIT PROCESS**

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1. The applicant completes the Conditional Use Permit (CUP) application form, including responses to the supplemental questionnaire.
2. The applicant prepares plans and documents consistent with the filing requirements and as outlined at the preapplication conference (refer to letter from conference).
3. When the applicant is ready to submit the application, they contact Community & Economic Development planning staff at 425.744.6280 to schedule an intake meeting to determine the completeness of the application materials.
4. The City will post the site with a Notice of Complete Application within 14 days of a determination of completeness. A 30-day public comment period begins at that time.
5. Applications are reviewed by City staff under the 120-day review guidelines\* (State regulatory reform). Staff may request additional information or documents from the applicant. The applicant may need to revise their proposal.
6. A date for a public hearing will be scheduled before the Hearing Examiner during the 120-day review time. The City will provide notice of the public hearing.\*\*
7. The Hearing Examiner will hold an open record hearing and make a determination to approve, approve with conditions, or deny the CUP application.
8. The decision shall be rendered within ten (10) working days following conclusion of all testimony and hearings, unless a longer period is mutually agreed to, in writing, by the applicant and the Hearing Examiner.
9. The decision of the Hearing Examiner is final unless an appeal is made to the Snohomish County Superior Court within 21 days of the date the notice of action was made.

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\* The 120-day review applies to the days the application is actively in review.

\*\* Notice of the public hearing shall be in accordance with MTMC 18.05.420. The City publishes and posts the public hearing notices. The City also prepares the mailing labels and mails notice of the action to all property owners and street addresses within 300 feet of the boundaries of the property. The property owners and street addresses shall be those shown on the records of the County Assessor. All noticing occurs at least 10 days prior to the hearing date.