

Received Stamp	 <p>City of Duvall Small Town. Real Life.</p>	Planning Department 15535 Main St. NE PO Box 1300 Duvall, WA 98019 (425) 788-2779 FAX (425) 788-8097 www.duvallwa.gov
Master Permit Application		

This form must be completed (clearly printed or typed) and submitted to the Planning Department to file an application. Additional materials are required for specific types of applications. Please provide 7 complete packets with copies of all required application materials (stapled or binder clipped). For questions, please contact the Planning Department at (425) 788-2779.

FOR STAFF USE ONLY							
File No.:	Received By:			Date Received:			
Type of Application:	TYPE I <input type="checkbox"/> Administrative Interpretation <input type="checkbox"/> Boundary Line Adjustment <input type="checkbox"/> Wireless Facility <input type="checkbox"/> Other Construction Permits – no SEPA required <input type="checkbox"/> Final Site Plan	TYPE II <input type="checkbox"/> Building Permit-SEPA required <input type="checkbox"/> Other construction permit – SEPA required <input type="checkbox"/> Sensitive Area Permits <input type="checkbox"/> Site Plans, Parks less than ½ acre in new area <input type="checkbox"/> Infill Development of duplexes and townhome	TYPE III <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Shoreline Substantial Development Permit <input type="checkbox"/> Preliminary Short Subdivision <input type="checkbox"/> Site Plan/ Master Development Plan Over ½ acre <input type="checkbox"/> Vacations/Alterations <input type="checkbox"/> Reasonable Use Exception	<input type="checkbox"/> Shoreline Conditional Use Permit <input type="checkbox"/> Shoreline Variance <input type="checkbox"/> Preliminary Long Subdivision <input type="checkbox"/> Variance	TYPE IV <input type="checkbox"/> Rezone	TYPE V <input type="checkbox"/> Final Plat <input type="checkbox"/> ROW Vacation	TYPE VI <input type="checkbox"/> UDR Text Amendment <input type="checkbox"/> Annexation <input type="checkbox"/> Area-Wide Zoning Map Amendment <input type="checkbox"/> Comp. Plan Amendment <input type="checkbox"/> Pre-Annexation Zoning
<input type="checkbox"/> Other Application (please explain): 							

APPLICANT			
Name (please print): 		Phone # () 	
Email Address: 			
Street Address: 	City: 	State: 	Zip:

BASIC PROJECT INFORMATION	
Project / Development Name: 	Project / Development Location (including nearest intersections):
Description of Proposed Action: 	
Assessor / Tax Parcel Numbers (include 10-digit parcel number for all parcels within project boundaries):	
	
Land Area of Project Site (sq. ft. & acres): 	Zoning District:
Comp Plan Designation: 	

CONTINUED ON BACK PAGE

Present use of property: [REDACTED]	Are there Sensitive Areas on the property? [REDACTED]
OWNER (if other than applicant)	
Name (please print): [REDACTED]	
Email Address: [REDACTED]	
Phone #: [REDACTED]	
Street Address: [REDACTED]	City: [REDACTED]
State: [REDACTED]	Zip: [REDACTED]

AUTHORIZATION TO FILE APPLICATION (all persons with an ownership interest in property)

Name (please print): [REDACTED]	<input type="checkbox"/> Owner	<input type="checkbox"/> Contract Purchaser
Address: [REDACTED]	<input type="checkbox"/> Option Purchaser	
Phone #: ([REDACTED]) [REDACTED]	Option Expiration Date: [REDACTED]	
Assessor Parcel Number(s): [REDACTED]		
<i>I certify that the information and exhibits contained in and with this application is true and correct to the best of my knowledge and under the penalty of perjury by the laws of the state of Washington.</i>		
Signature: [REDACTED]		
Name (please print): [REDACTED]	<input type="checkbox"/> Owner	<input type="checkbox"/> Contract Purchaser
Address: [REDACTED]	<input type="checkbox"/> Option Purchaser	
Phone #: ([REDACTED]) [REDACTED]	Option Expiration Date: [REDACTED]	
Assessor Parcel Number(s): [REDACTED]		
Other Documents Required:		
1. Application / Information for specific permit type.		
2. SEPA Checklist.		
<i>I certify that the information and exhibits contained in and with this application is true and correct to the best of my knowledge and under the penalty of perjury by the laws of the state of Washington.</i>		
Signature: [REDACTED]	Date: [REDACTED]	

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APPLICANT NOTARY

I, the undersigned, state that to the best of my knowledge the above information is true and complete. It is understood that the City of Duvall may nullify any decision made in reliance upon information given on this application form should there be any willful omission of significant information or any misrepresentation or willful lack of full disclosure on my part.

Applicant's Signature _____

STATE OF WASHINGTON }
COUNTY OF KING } SS

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL THIS ____ day of _____, 20__.

Notary Public in and for the State of Washington
residing at _____

Notary Seal Affixed Here

OWNER NOTARY (if other than Applicant)

I, the undersigned, state that to the best of my knowledge the above information is true and complete. It is understood that the City of Duvall may nullify any decision made in reliance upon information given on this application form should there be any willful omission of significant information or any misrepresentation or willful lack of full disclosure on my part.

Owner's Signature _____

STATE OF WASHINGTON }
COUNTY OF KING } SS

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL THIS ____ day of _____, 20__.

Notary Public in and for the State of Washington
residing at _____

Notary Seal Affixed Here

The following tables set out the project permit decision making and appeal processes, the division of action types into permit types and the required procedure for each permit type.

Table 14.08.010.C.1 Project Permit Applications – Action Type

Project Permit Applications – Action Type					
TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI
Boundary Line Adjustments	Building Permits – SEPA required	Conditional Use Permits	Rezones	Final Plats	UDR Text Amendments
Minor exterior remodels, no building permit required		Shoreline Conditional Use Permits			Annexations ⁽²⁾
Building Permits – no SEPA required	Other Construction permits – SEPA required	Shoreline Substantial Development Permits			Area-Wide Zoning Map Amendments
Other Construction Permits – no SEPA required	Sensitive Area Permits	Shoreline Variances			Comprehensive Plan Amendments
Wireless Facilities on Existing Structure – Camouflaged	Site Plans, Parks less than ½ acre in new area				
Final Site Plan Permits					
Administrative Interpretations					
Shoreline Exemptions	Infill Development of Duplexes and Town Home	Preliminary Short Subdivisions	Development Agreements		
		Site Plans/Master Development Plan greater than ½ acre ⁽⁵⁾			
		Preliminary Long Subdivisions			
		Variances		Pre-Annexation Zoning ⁽³⁾	
		Vacations or Alterations –Subdivisions			
		Reasonable Use Exceptions			

Table 14.08.010.C.2 Project Permit Applications – Decision Making and Appeal Process

Project Permit Applications – Decision Making and Appeal Process						
	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI
Final Decision made by	Director	Director	Hearing Examiner	City Council	City Council	City Council
Recommendation made by	N/A	N/A	Planning Department Planning Commission ⁽¹⁾	Planning Commission	Engineering Department	Planning Commission
Open Record Public Hearing – Decision	No	No	Yes – Hearing Examiner	Yes – City Council	No	Yes - Planning Commission ⁽⁴⁾ Yes - City Council
Open Record Public Hearing - Appeal	Yes	Yes	No	No	No	No
Closed Record Appeal	No	No	No	No	No	No
Appeal to:	Hearing Examiner	Hearing Examiner	King County Superior Court	King County Superior Court, SHB	King County Superior Court, GMHB	King County Superior Court, GMHB, SHB
Judicial Appeal	Yes	Yes	Yes	Yes	Yes	Yes

(1) Site plan applications require a recommendation by the Planning Commission and the Planning Department. See DMC 14.62 for Planning Commission criteria. All other Type III applications require a recommendation by the Planning Department.

(2) Annexation petition decisions are not appealable.

- (3) City Council shall hold two public hearings for a pre-zone application consistent with state law.
 - (4) Planning Commission does not hold a public hearing for a pre-zone application.
 - (5) Master Development Plan shall follow the criteria in DMC 14.62 and 14.18.060.
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Table 14.08.010.C.3 Required Procedures for Project Permit Applications

Required Procedures for Project Permit Applications						
	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI
Pre-Application Meeting	No	No	Yes	Yes	No	No
Notice of Completeness	No	Yes	Yes	Yes	Yes	No
Notice of Application	No	Yes	Yes	Yes	No	No
SEPA Determination ⁽¹⁾	No	Yes	Yes	Yes	No	Yes
Notice of Hearing	No	No	Yes	Yes	No	Yes
Notice of Decision	No	Yes	Yes	Yes	Yes	No
120 Day Review ⁽²⁾	No	Yes	Yes	No	No	No

(1) SEPA not required for projects that are categorically exempt in accordance with DMC 14.60.

(2) 120 Day Review does not apply to preliminary or final plats. Preliminary long or short plats have a 90-day review clock and final short or long plats, a 30-day review clock in accordance with RCW 58.17.140.

Table 14.08.010.C.4 Notice Requirements for Project Permit Applications

Notice Requirements for Project Permit Applications ¹							
	Send to Property Owners within 300'	Post Property	Publish Notice	Send to Agencies (including DRC)	Send to Applicant	Provide to PC	Provide to CC
Notice of Completeness	No	No	No	No	Yes	No	No
Notice of Application	Yes	Yes	No	Yes	Yes	Yes	Yes
SEPA Determination	No	No	Yes	Yes	Yes	Yes	Yes
Notice of Open Record Predecision Hearing, if applicable ²	Yes	Yes	Yes	No	Yes	Yes	Yes
Notice of Decision ⁽¹⁾	No	No	No	No	Yes	Yes	Yes
Notice of Open Record Appeal Hearing, if applicable	Yes	Yes	Yes	No	Yes	Yes	Yes

(1) Notices are sent to parties of record. (See DMC 14.08.030.)

(2) Preliminary plats; see additional notice requirements in DMC 14.08.030.F.4.b.