

18 restart the time period for permit review. These modifications are necessary for
19 project type that have or require one or more of the following:

- 20 1. Approval by other governments;
- 21 2. Complex, site-specific components that are evaluated on a case-by-
22 case basis with no precedent to draw from;
- 23 3. Cascading changes to the underlying permit, requiring rereview by
24 other disciplines;
- 25 4. For projects like mineral processing, a unique set of impacts to
26 mitigate, extensive public notice, and preissuance on-site monitoring, all of which
27 takes additional staff time; or
- 28 5. An unwilling applicant.

29 SECTION 2. For the purposes of expediting permit review and pursuant
30 to RCW 36.70B.160, King County adopts the following three measures:

31 A. Expedited review of project permit applications for projects that are
32 consistent with adopted development regulations and in accordance with RCW
33 36.70B.160(1)(a);

34 B. Reasonable fees, consistent with RCW 82.02.020, on applicants for
35 permits or other governmental approvals to cover the costs to the county of
36 processing applications, inspecting and reviewing plans, or preparing detailed
37 statements required by RCW 43.21C and in accordance with RCW
38 36.70B.160(1)(b); and

39 C. Maintain and budget for on-call permitting assistance for when permit
40 volumes or staffing levels change rapidly and in accordance with RCW
41 36.70B.160(1)(d).

42 NEW SECTION. SECTION 3. There is hereby added to K.C.C. chapter
43 16.02 a new section to read as follows:

44 A site plan shall not be required for building permits when the scope of work
45 proposed in the permit application is limited to interior alterations and does not result in
46 the following:

47 A. A change in use;

48 B. Additional sleeping quarters or bedrooms;

49 C. Nonconformity with Federal Emergency Management Agency substantial
50 improvement thresholds; or

51 D. An increase in the total square footage or valuation of the structure thereby
52 requiring upgraded fire access or fire suppression systems;

53 SECTION 4. Ordinance 11622, Section 3, as amended and K.C.C.
54 16.02.260 are hereby amended to read as follows:

55 Section 105.3 of the International Building Code is not adopted, and the following
56 is substituted:

57 **Application for permit - Complete applications (IBC 105.3).**

58 1. For the purposes of determining the application of time periods for
59 permit review and procedures adopted by K.C.C. Title 20, applications for
60 permits authorized by K.C.C. chapter 16.04 shall be considered complete (~~as of~~
61 ~~the date of submittal~~) upon determination by the department that the materials

62 submitted contain the following, in addition to the complete application
63 requirements of K.C.C. 20.20.040. Every application shall:

64 1.1. Identify and describe the work to be covered by the permit for
65 which application is made.

66 1.2. Describe the site on which the proposed work is to be done by legal
67 description, street address, or similar description that will readily identify and
68 definitely locate the proposed building or work.

69 1.3. Indicate the use or occupancy ~~((of))~~ for which the proposed work is
70 intended.

71 ~~((1.3.))~~ 1.4. Be accompanied by ~~((plans, diagrams, computations, and~~
72 ~~specifications))~~ construction documents and other ~~((data))~~ information as required
73 in IBC ~~((107))~~ Section 106.1.

74 ~~((1.4.))~~ 1.5. State the valuation of ~~((any new building or structure or any~~
75 ~~addition, remodeling, or alteration to an existing building))~~ the proposed work.

76 ~~((1.5.))~~ 1.6. Be signed and declared under penalty of perjury to the
77 accuracy of all information submitted for an application, by the applicant or the
78 applicant's authorized agent.

79 1.7. Give such other data and information as ~~((may be))~~ required by the
80 building official.

81 ~~((1.6. Identify on the site plan all easements, deed restrictions or other~~
82 ~~encumbrances restricting the use of the property, and provide details as required~~
83 ~~in IBC 107.2.6 and as otherwise required by the building official.))~~

84 NEW SECTION. SECTION 5. There is hereby added to K.C.C. chapter
85 16.02 a new section to read as follows:

86 Section 105.3.1 of the International Building Code is not adopted, and the
87 following is substituted:

88 The building official shall examine or cause to be examined applications
89 for permits and amendments thereto within time periods for permit review set
90 forth in K.C.C. chapter 20.20. If the application or the construction documents do
91 not conform to the requirements of pertinent laws, the building official shall
92 notify the applicant of the deficiencies in writing that must be addressed in order
93 to issue a permit. If the building official is satisfied that the proposed work
94 conforms to the requirements of this code and laws and ordinances applicable
95 thereto, the building official shall issue a permit as soon as practicable.

96 SECTION 6. K.C.C. 16.02.280, as amended by this ordinance is hereby
97 recodified as a new section in K.C.C. chapter 16.02 to follow 16.02.260.

98 SECTION 7. Ordinance 12560, Section 17, as amended, and K.C.C. 16.02.280
99 are hereby amended to read as follows:

100 Section 105.3.2 of the International Building Code is not adopted and the
101 following is substituted:

102 **Expiration of application (IBC 105.3.2).** Permit application cancellation shall
103 be in accordance with K.C.C. 20.20.100((-)), except:

104 1. A permit application shall be deemed canceled by the permittee if(=

105 ~~1.1. The applicant has not taken action or responded;~~

106 ~~1.1.1. within 60 days after notice of additional information required is mailed to~~
107 ~~the applicant, or~~

108 ~~1.1.2. by the deadline specified by the building official for additional~~
109 ~~information; or~~

110 ~~1.2. N))no permit is issued((;):~~

111 ~~((1.2.1. w))~~ 1.1. Within 60 days after the applicant has been notified that the
112 permit is ready, or

113 ~~((1.2.2. b))~~ 1.2. By a time specified by the building official.

114 2. The building official may grant an extension for permit applications ~~((for~~
115 ~~permits))~~ that have not been issued within the time limits specified in subsection 1. of this
116 section, if:

117 2.1. ~~((not later than))~~ At least seven days prior to the expiration date under
118 subsection 1. of this section, the applicant makes a written request for an extension of the
119 building permit application; and

120 2.2. ~~((t))~~The applicant pays applicable ~~((permit))~~ fees.

121 SECTION 8. Ordinance 12560, Section 18, as amended, and K.C.C. 16.02.290
122 are hereby amended to read as follows:

123 Section 105.5 of the International Building Code is not adopted and the following
124 is substituted:

125 **Expiration (IBC 105.5).** Every permit approved by the building official under
126 the code shall expire by limitation and become null and void two years from the date of
127 its ~~((issue))~~ issuance.

128 EXCEPTION: Building permits issued by the building official to correct a code
129 violation, or mechanical permits issued independent of a building permit, shall expire by
130 limitation and become null and void one year from the date of its issue.

131 Issued permits may be extended for one-year periods subject to the following
132 conditions:

133 1. An application for a permit extension together with the applicable fee is
134 submitted to the department at least 7, but no more than 60, calendar days before the date
135 the original permit becomes null and void. Once the permit extension application is
136 submitted and if that extension is not denied, work may continue past the expiration date
137 of the original permit. If the extension application is denied, all work must stop until a
138 valid permit is obtained.

139 2. The permit shall not be extended if:

140 2.1. Construction of a building or structure has not substantially begun, as
141 determined by the building official, within two years from the date of the first issued
142 permit; and

143 2.2. The building or the structure, or its intended use, is no longer authorized by
144 the zoning code or other applicable law.

145 3. An applicant may request a total of two permit extensions if there are no
146 substantial changes, as defined in K.C.C. 20.20.100, in the approved plans and
147 specifications.

148 4. The building official may extend a building permit beyond the second
149 extension only to allow completion of a building, structure, or mechanical system
150 authorized by the original permit and substantially constructed. If substantial work, as

151 determined by the building official, has not begun on a building, structure, or mechanical
152 system authorized in the original permit, then a new permit shall be required for
153 construction to proceed.

154 5. The staff of the department may revise a permit at the permittee's request but
155 such a revision does not constitute a renewal or otherwise extend the life of the permit.

156 SECTION 9. Ordinance 14914, Section 104, as amended, and K.C.C. 16.03.120
157 are hereby amended to read as follows:

158 Department: the King County department of local services, permitting division,
159 or its successor.

160 SECTION 10. Ordinance 11622, Section 4, and K.C.C. 16.82.055 are hereby
161 amended to read as follows:

162 A. For the purposes of determining the application of time periods for permit
163 review and procedures adopted by ~~((this chapter))~~ K.C.C. Title 20, applications for
164 permits authorized by Chapter 16.82 shall be considered complete ~~((as of the date of~~
165 ~~submittal))~~ upon determination by the department that the materials submitted contain the
166 following, in addition to the requirements in K.C.C. 20.20.040:

- 167 1. For clearing and grading permits:
- 168 a. A legal description of the property,
 - 169 b. A 1:2000 scale vicinity map with a north arrow,
 - 170 c. Grading plans including:
 - 171 (1) Horizontal and vertical scale,
 - 172 (2) Size and location of existing improvements within 50 feet of the project,
 - 173 indicating which will remain and which will be removed.

174 (3) Existing and proposed contours at maximum five-foot intervals, and
175 extending for 100 feet beyond the project edge,

176 (4) At least two cross-sections, one in each direction, showing existing and
177 proposed contours and horizontal and vertical scales, and

178 (5) Temporary and permanent erosion-sediment control facilities,

179 d. The following plans must be stamped and signed by a registered civil
180 engineer, licensed to practice in the State of Washington,

181 (1) Permanent drainage facilities,

182 (2) Structures to be built or construction proposed in land slide hazard areas,
183 and

184 (3) Proposed construction or placement of a structure.

185 2. A completed environmental checklist, if required by K.C.C. chapter 20.44,
186 County Environmental Procedures;

187 3. Satisfaction of all requirements for grading permits under K.C.C. 16.82.060.

188 B. Applications found to contain material errors shall not be deemed complete
189 until such material errors are corrected.

190 C. The director may waive specific submittal requirements determined to be
191 unnecessary for review of an application.

192 SECTION 11. Ordinance 1488, Section 7, as amended, and K.C.C. 16.82.060 are
193 hereby amended to read as follows:

194 A. To obtain a permit, the applicant shall first file an application in writing on a
195 form prescribed by the department that, in addition to the requirements of K.C.C.
196 20.20.040, shall include, at a minimum:

- 197 1. Identification and description of the work to be covered by the permit for
198 which application is made;
- 199 2. An estimate of the quantities of work involved by volume and the total area
200 cleared or graded as a percentage of the total site area;
- 201 3. An identification and description of:
- 202 a. all critical areas on the site or visible from the boundaries of the site; and
203 b. ~~((all clearing restrictions applicable to the site in K.C.C. 16.82.150,))~~ critical
204 drainage areas requirements established by administrative rules or property-specific
205 development standards, and special district overlays under K.C.C. chapter 21A.38;
- 206 4. Location of any open space tracts or conservation easements if required
207 under:
- 208 a. ~~((K.C.C. 16.82.152;~~
209 ~~b.))~~ K.C.C. chapter 21A.14;
210 ~~((e.))~~ b. K.C.C. chapter 21A.37;
211 ~~((d.))~~ c. critical drainage areas; or
212 ~~((e.))~~ d. property-specific development standards or special district overlays
213 under K.C.C. chapter 21A.38;
- 214 5. Plans and specifications that, at a minimum, include:
- 215 a. property boundaries, easements, and setbacks;
216 b. a 1:2000 scale vicinity map with a north arrow;
217 c. horizontal and vertical scale;
218 d. size and location of existing improvements on and within fifty feet of the
219 project, indicating which will remain and which will be removed;

- 220 e. location of all proposed cleared areas;
- 221 f. existing and proposed contours at maximum five-foot intervals, and
- 222 extending for one hundred feet beyond the project edge;
- 223 g. at least two cross sections, one in each direction, showing existing and
- 224 proposed contours and horizontal and vertical scales; and
- 225 h. a proposed erosion and sediment control plan as required by K.C.C.
- 226 16.82.095.

227 B. Materials in addition to those required in subsection A. of this section may be

228 necessary for the department to complete the review. The following materials shall be

229 submitted when required by the department.

- 230 1. Higher accuracy contours and more details of existing terrain and area
- 231 drainage, limiting dimensions, elevations, or finished contours to be achieved by the
- 232 grading, and proposed drainage channels and related construction;
- 233 2. ~~((If applicable))~~ As required by K.C.C. 20.20.040, all drainage plans and
- 234 documentation consistent with King County Surface Water Design Manual;
- 235 3. Restoration plan if required under K.C.C. ~~((16.82.110))~~ 21A.22.081; and
- 236 4. Studies prepared by qualified specialists, as necessary to substantiate any
- 237 submitted materials and compliance with this chapter or other law, particularly if clearing
- 238 or grading is proposed to take place in or adjacent to a critical area.

239 C. Plans and specifications shall be prepared and signed by a civil engineer if

240 they are prepared in conjunction with the proposed construction or placement of a

241 structure, include permanent drainage facilities or, if required by the department, propose

242 alterations in steep slope or landslide hazard areas.

243 D. The department shall ~~((determine the number of copies of the required plans,~~
244 ~~specifications and supporting materials necessary to expedite review and may require~~
245 ~~submittal of materials in alternative))~~ specify the formats in which application materials
246 may be submitted.

247 E. The director may waive specific submittal requirements if they are determined
248 to be unnecessary for the acceptance and subsequent review of an application.

249 ~~((F. Any plans, specifications or supporting materials that are returned as a result~~
250 ~~of permit denial or any other reason shall be returned to the applicant.))~~

251 SECTION 12. Ordinance 13694, Section 57, as amended, and K.C.C.
252 19A.12.030 are hereby amended to read as follows:

253 A. A request to revise a plat, short plat, or binding site plan that has received
254 preliminary approval shall be submitted to the department.

255 B. Proposed revisions to a preliminary subdivision that would result in a substantial
256 change, as ~~((determined by the department))~~ defined in K.C.C. 20.20.100, shall be treated as
257 a new application for purposes of vesting and transportation concurrency and shall be
258 reviewed as Type 3 land use decision under K.C.C. 20.20.020.

259 C. Proposed revisions to a preliminary short subdivision or binding site plan that
260 would result in a substantial change, as ~~((determined by the department))~~ defined in K.C.C.
261 20.20.100, shall be treated as a new application for purposes of vesting and, where
262 applicable, transportation concurrency, and shall be reviewed as Type 2 land use decision
263 pursuant to K.C.C. 20.20.020.

264 D. ~~((For the purpose of this section, a substantial change includes, but is not limited~~
265 ~~to:~~

- 266 1. ~~The creation of additional lots;~~
267 2. ~~The reduction or elimination of open space;~~
268 3. ~~A change in use;~~
269 4. ~~A change in points of ingress or egress; and~~
270 5. ~~A change to conditions of approval of an approved preliminary subdivision,~~
271 ~~preliminary short subdivision, or binding site plan that leads to environmental impacts that~~
272 ~~were not addressed in the original approval.~~

273 E.) Proposed changes to a subdivision, short subdivision, or binding site plan that
274 do not result in a substantial change, as ~~((determined by the department))~~ defined in K.C.C.
275 20.20.100, shall be treated as a minor change~~((d))~~ and may be approved administratively by
276 the department.

277 ~~((F.))~~ E. For purposes of this section, minor changes include, but are not limited to:

- 278 1. Changes to engineering design standards necessitated by changed
279 circumstances, such as reconfiguration or reduction of lots;
280 2. Changes in lot dimensions that are consistent with the underlying zone;
281 3. A decrease in the number of lots to be created so long as the minimum lot size
282 and minimum density of the underlying zone is maintained;
283 4. Changes in timing of phased plans; and
284 5. Changes to engineering design that reduce construction related impacts and do
285 not eliminate off-site improvements specifically required as a condition of preliminary
286 approval.

287 SECTION 13. Ordinance 12196, Section 8, and K.C.C. 20.20.010 are hereby
288 amended to read as follows:

289 The purpose of this chapter is to establish standard procedures for land use
290 ~~((permit))~~ applications, public notice, hearings, and appeals in King County. These
291 procedures are designed to promote timely and informed public participation in
292 discretionary land use decisions; eliminate redundancy in the application, permit review,
293 hearing, and appeal processes; provide for uniformity in public notice procedures;
294 minimize delay and expense; and result in development approvals that implement the
295 policies of the Comprehensive Plan. ~~((These procedures also provide for an integrated and
296 consolidated land use permit and environmental review process consistent with chapter
297 347, laws of 1995.))~~

298 NEW SECTION. SECTION 14. There is hereby added to K.C.C. chapter 20.20
299 a new section to read as follows:

300 Throughout this chapter unless the context clearly requires otherwise, “manager”
301 means the department of local services, permitting division manager or designee.

302 SECTION 15. Ordinance 12196, Section 9, as amended, and K.C.C. 20.20.020
303 are hereby amended to read as follows:

304 A. Land use ~~((permit))~~ decisions are classified into four types, based on who
305 makes the decision, whether public notice is required, whether a public hearing is
306 required before a decision is made, and whether administrative appeals are provided. The
307 types of land use decisions are listed in subsection ~~((E.))~~ D. of this section.

308 1. Type 1 decisions are made by the ~~((permitting division))~~ manager ~~((or
309 designee (“the director”)))~~ of the department of local services, permitting division (“the
310 ~~((department))~~ division”). Type 1 decisions are ~~((nonappealable))~~ administrative
311 decisions. An administrative appeal is not provided.

312 2. Type 2 decisions require public notice and are made by the ~~((director))~~
313 manager. Type 2 decisions are discretionary decisions that are subject to administrative
314 appeal to the hearing examiner.

315 3. Type 3 decisions require public notice and are quasi-judicial decisions made
316 by the hearing examiner following an open record hearing. An administrative appeal is
317 not provided.

318 4. Type 4 decisions are site-specific quasi-judicial decisions made by the
319 council based on the record established by the hearing examiner, after a recommendation
320 by the division.

321 B. Except as provided in K.C.C. 20.44.120.A.7. ~~((and 25.32.080))~~, or unless
322 otherwise agreed to by the applicant, all Type 2, 3, and 4 decisions included in
323 consolidated permit applications that would require more than one type of land use
324 decision process may be processed and decided together, including any administrative
325 appeals, using the highest-numbered land use decision type applicable to the project
326 application.

327 C. Certain development proposals are subject to additional procedural
328 requirements beyond the standard procedures established in this chapter.

329 D. ~~((Land use permits that are categorically exempt from review under SEPA do
330 not require a threshold determination (determination of nonsignificance ["DNS"] or
331 determination of significance ["DS"]). For all other projects, the SEPA review
332 procedures in K.C.C. chapter 20.44 are supplemental to the procedures in this chapter.~~

333 E.)) Land use decision types are classified as follows:

TYPE 1	((Decision by	Temporary use permit for a homeless encampment
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	<p>director, no administrative appeal)))</p>	<p>under K.C.C. chapter 21A.45((;) b))<u>B</u>uilding permit, <u>commercial</u> site development permit, or clearing and grading permit that is not subject to SEPA, that is categorically exempt from SEPA as provided in K.C.C. 20.20.040, or for which the ((department)) <u>division</u> has issued a determination of nonsignificance or mitigated determination of nonsignificance((;) b))<u>B</u>oundary line adjustment((;) r))<u>R</u>ight of way <u>permit</u>((;) v))<u>V</u>ariance from K.C.C. chapter 9.04((;) s))<u>S</u>horeline exemption((;) d))<u>D</u>ecisions to require studies or to approve, condition or deny a development proposal based on K.C.C. chapter 21A.24, except for decisions to approve, condition, or deny alteration exceptions((;) d))<u>D</u>ecisions to approve, condition, or deny nonresidential elevation and dry floodproofing variances for agricultural buildings that do not equal or exceed a maximum assessed value of sixty-five thousand dollars under K.C.C. chapter 21A.24((;) a))<u>A</u>pproval of a conversion-option harvest plan((;)</p>
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		<p>a b) <u>B</u>inding site plan for a condominium that is based on a recorded final planned unit development, a building permit, an as-built site plan for developed sites, a <u>commercial</u> site development permit for the entire site((;</p> <p>a)) <u>A</u>pprovals for agricultural activities and agricultural support services authorized under K.C.C. 21A.42.300((;</p> <p>ƒ)) <u>F</u>inal short plat((;</p> <p>ƒ)) <u>F</u>inal plat((;</p> <p>e)) <u>C</u>ritical area determination((;))</p>
<p>TYPE</p> <p>2^{1,2}</p>	<p>((Decision by director appealable to hearing examiner, no further administrative appeal))</p>	<p>Short plat((;</p> <p>s)) <u>S</u>hort plat revision((;</p> <p>s)) <u>S</u>hort plat alteration((;</p> <p>s)) <u>S</u>hort plat vacation((;</p> <p>z)) <u>Z</u>oning variance((;</p> <p>e)) <u>C</u>onditional use permit((;</p> <p>‡)) <u>T</u>emporary use permit under K.C.C. chapter 21A.32((;</p> <p>‡)) <u>T</u>emporary use permit for a homeless encampment under K.C.C. 21A.45.100((;</p> <p>s)) <u>S</u>horeline substantial development permit³((;</p> <p>b)) <u>B</u>uilding permit, <u>commercial</u> site development</p>

		<p>permit, or clearing and grading permit for which the ((department)) <u>division</u> has issued a determination of significance((;</p> <p>¶))<u>Reuse of public schools</u>((;</p> <p>¶))<u>Reasonable use exceptions under K.C.C. 21A.24.070.B</u>((; preliminary determinations under K.C.C. 20.20.030.B;</p> <p>đ))<u>Decisions to approve, condition, or deny alteration exceptions or variances to floodplain development regulations under K.C.C. chapter 21A.24</u>((;</p> <p>€))<u>Extractive operations under K.C.C. 21A.22.050</u>((;</p> <p>б))<u>Binding site plan</u>((;</p> <p>₩))<u>Waivers from the moratorium provisions of K.C.C. 16.82.140 based upon a finding of special circumstances</u>((;</p> <p>ѕ))<u>Sea level rise risk area variance adopted in K.C.C. chapter 21A.23</u>((-))</p>
<p>TYPE</p> <p>3¹</p>	<p>((Recommendation by director, hearing and decision by hearing examiner, no</p>	<p>Preliminary plat((;</p> <p>р))<u>Plat alterations</u>((;</p> <p>р))<u>Preliminary plat revisions</u>((;</p> <p>р))<u>Plat vacations</u>((;</p>

	further administrative appeal))	s))Special use permit((=))
TYPE 4 ^{1,4}	((Recommendation by director, hearing and recommendation by hearing examiner, decision by county council on the record))	Site-specific ((Z))zone reclassifications((=)) Site-specific shoreline environment redesignation((= urban planned development;)) Site-specific amendment or deletion of P-suffix conditions((=)) Site-specific deletion of special district overlay((=))

334 ¹ See K.C.C. 20.44.120.C. for provisions governing procedural and substantive SEPA

335 appeals and appeals of Type 2, 3, and 4 decisions.

336 ² When an application for a Type 2 decision is combined with other permits requiring
 337 Type 3 or 4 land use decisions under this chapter, the examiner, not the ~~((director))~~
 338 manager, makes the decision.

339 ³ A shoreline permit, including a shoreline variance or conditional use, is appealable to
 340 the state Shorelines Hearings Board and not to the hearing examiner.

341 ⁴ Approvals that are consistent with the Comprehensive Plan may be considered by the
 342 council at any time. Zone reclassifications that are not consistent with the
 343 Comprehensive Plan require a site-specific land use map amendment and the council's
 344 hearing and consideration shall be scheduled with the amendment to the Comprehensive
 345 Plan under K.C.C. 20.18.040 and 20.18.060.

346 ~~((F-))~~ E. The definitions in K.C.C. 21A.45.020 apply to this section.

347 SECTION 16. Ordinance 12196, Section 10, as amended, and K.C.C. 20.20.030
348 are hereby amended to read as follows:

349 A. ~~((1. Except as otherwise provided in subsection A.2. of this section, before~~
350 ~~filing a permit application the applicant shall contact the department to schedule a~~
351 ~~presubmittal project review to discuss the application requirements with the applicant and~~
352 ~~provide comments on the development proposal. The department shall credit any fees~~
353 ~~charged for the presubmittal project review towards the permit application fees provided~~
354 ~~for in K.C.C. Title 27.~~

355 ~~2. A presubmittal project review is not required for over the counter permits or~~
356 ~~for proposals that require a mandatory preapplication conference under subsection B. of~~
357 ~~this section.~~

358 B-)) Before filing a permit application requiring a Type ~~((2, 3, or))~~ 4 decision ~~((,))~~
359 or a ~~((Type 1))~~ land use decision required to comply with the North Highline urban
360 design standards in K.C.C. chapter ~~((21A.60))~~ 21A.xx ~~(the chapter established in~~
361 Ordinance XXXXX (Proposed Ordinance 2023-0440), Section 170, the applicant shall
362 contact the ~~((department))~~ division to schedule a preapplication conference, which shall
363 be held before filing the application. The purpose of the preapplication conference is to
364 review and discuss the application requirements with the applicant and provide comments
365 on the development proposal. The preapplication conference shall be scheduled by the
366 ~~((department))~~ division, at the request of an applicant, and shall be held within
367 ~~((approximately))~~ thirty days from the date of the applicant's request. The ~~((department))~~
368 division shall assign a project manager following the preapplication conference. The
369 ~~((director))~~ manager may waive the requirement for a preapplication conference if the

370 ~~((director))~~ manager determines the preapplication conference is unnecessary for review
371 of an application. Nothing in this section shall be interpreted to require more than one
372 preapplication conference or to prohibit the applicant from filing an application if the
373 ~~((department))~~ division is unable to schedule a preapplication conference within thirty
374 days following the applicant's request.

375 ~~((C. Information presented at or required as a result of the preapplication
376 conference shall be valid for a period of one year following the preapplication
377 conference.))~~ B. An applicant wishing to submit a permit application more than one year
378 following a mandatory preapplication for the same permit application shall be required to
379 schedule another preapplication conference.

380 ~~((D.))~~ C. At or subsequent to a preapplication conference, the department may
381 issue a preliminary determination that a proposed development is not permissible under
382 applicable county policies or regulatory enactments. In that event, the applicant shall
383 have the option to appeal the preliminary determination to the hearing examiner in the
384 manner provided for a Type 2 permit, as an alternative to proceeding with a complete
385 application. Mailed and published notice of the appeal shall be provided for as in K.C.C.
386 20.20.060~~((H. and I))~~.

387 NEW SECTION. SECTION 17. There is hereby added to K.C.C. chapter 20.20
388 a new section to read as follow:

389 A. The purpose of the application screening process is to:
390 1. assist applicants in preparing a code compliant permit application; and
391 2. reduce the division's need to request additional information during the permit
392 review process, which extends the time period for permit review.

393 B. Application screening is subject to the following standards:

394 1. Applicants shall submit the required permit application and application
395 materials identified in K.C.C. 20.20.040 in order to initiate the application screening
396 process;

397 2. Within twenty-eight days following receipt of the permit application and
398 materials, the division shall notify the applicant that the application is complete or
399 incomplete. If the application is incomplete, the notification shall specify what is
400 necessary to make the application complete. To the extent known by the division, the
401 notification shall identify other agencies of local, state, regional, or federal governments
402 that may have jurisdiction over some aspects of the development proposal;

403 3. The application screening process shall be deemed concluded under this
404 section if the division does not provide written notice to the applicant that the application
405 is incomplete within the twenty-eight-day period;

406 4. If the application is found to be incomplete and the applicant submits the
407 additional information requested by the division, the division shall notify the applicant in
408 writing within fourteen days of resubmittal whether the application is complete or
409 whether additional information specified by the division is necessary to make the
410 application complete. The application shall be deemed complete if the division fails to
411 notify the applicant within fourteen days of resubmittal that the application is incomplete;

412 5. The division may terminate the application screening process if the applicant
413 fails to submit the additional information requested by the county within sixty days
414 following notification from the division that the application is incomplete; and

415 6. Once all information requested by the division has been provided by the
416 applicant and screened by the division, the division shall invoice the applicant for
417 applicable permit application fees for the permit application. The division may terminate
418 the permit review process if the applicant fails to submit the applicable review fees within
419 sixty days of invoicing by the county.

420 C. An application shall be deemed incomplete if the development proposal
421 requires amendment to the Comprehensive Plan, amendment to a development
422 regulation, zone reclassification, shoreline environment redesignation, amendment or
423 deletion of a P-suffix condition, deletion of a special district overlay, or deletion of a
424 Demonstration Project Area, and they have not already been obtained.

425 D. Although a permit application is deemed complete for purposes of this chapter
426 when it meets the procedural submission requirements of the division and is sufficient for
427 continued processing, additional information may be required or project modifications
428 may be undertaken subsequently. The determination of completeness shall not preclude
429 the division from requesting additional information or studies either at the time of notice
430 of completeness or subsequently if new or additional information is required or changes
431 in the proposed action occur, as determined by the division.

432 SECTION 18. Ordinance 12196, Section 11, as amended, and K.C.C. 20.20.040
433 are hereby amended to read as follow:

434 A. ~~((The department shall not begin review of any application until the applicant~~
435 ~~has submitted the materials and fees specified for complete applications.)) For the~~
436 purposes of determining the application of time periods and procedures adopted in this
437 title, ((A))applications for land use ~~((permits requiring Type 1, 2, 3 or 4))~~ decisions shall

438 be considered complete (~~((as of the date of submittal))~~) upon determination by the
439 (~~((department))~~) division that the materials submitted (~~((meet the requirements of this~~
440 ~~section.))~~) contain the following (~~((Except as provided in subsection B. of this section, all~~
441 ~~land use permit applications described in K.C.C. 20.20.020.E. shall include the~~
442 ~~following))~~):

443 1. An application form provided by the (~~((department))~~) division and completed
444 by the applicant (~~((that allows the applicant to file a single application form for all land~~
445 ~~use permits requested by the applicant for the development proposal at the time the~~
446 ~~application is filed))~~);

447 2. Designation of who the applicant is, except that this designation shall not be
448 required as part of a complete application for purposes of this section when a public
449 agency or public or private utility is applying for a permit for property on which the
450 agency or utility does not own an easement or right of way and the following three
451 requirements are met:

452 a. the name of the agency or private or public utility is shown on the
453 application as the applicant;

454 b. the agency or private or public utility includes in the complete application
455 an affidavit declaring that notice of the pending application has been given to all owners
456 of property to which the application applies, on a form provided by the (~~((department))~~)
457 division; and

458 c. the form designating who the applicant is submitted to the (~~((department))~~)
459 division before permit approval;

460 3.a. A certificate of sewer availability or site design approval for an on-site
461 sewage system by ~~((the))~~ public health - Seattle (-) & King County ~~((department of~~
462 ~~public health))~~, as required by K.C.C. Title 13; or

463 b. If allowed under K.C.C. 13.24.134.B. and the King County Comprehensive
464 Plan policies for a public school located on a RA zoned site, a certificate of sewer
465 availability and a letter from the sewer utility indicating compliance with the tightline
466 sewer provisions in the zoning code, as required by K.C.C. chapter 13.24;

467 4. If the development proposal requires a source of potable water, a current
468 certificate of water availability consistent with K.C.C. chapter 13.24 or documentation of
469 an approved well by public health - Seattle & King County;

470 5. A fire district receipt in accordance with K.C.C. Title 17, if required by
471 K.C.C. chapter 21A.40;

472 6. A site plan, ~~((prepared in a form prescribed by the director))~~, except when
473 exempt under section 3 of this ordinance. A site plan shall include:

474 a. identification of the subject property;

475 b. scale of the drawings;

476 c. north arrow and legend;

477 d. location and dimensions of the parcel, streets, and buildings;

478 e. easements and restrictions;

479 f. existing and proposed structures;

480 g. existing and proposed parking and driveway areas;

481 h. sewer connection or on-site sewer system;

482 i. water connection or well location with well radius;

- 483 j. building and structure elevations;
- 484 k. past excavation, filled areas, or cleared areas;
- 485 l. existing and proposed contours two-foot intervals;
- 486 m. survey benchmark location;
- 487 n. datum;
- 488 o. existing and proposed impervious surface;
- 489 p. critical areas, buffers, and setback lines;
- 490 q. temporary erosion and sediment control measures;
- 491 r. construction access;
- 492 s. existing and proposed drainage facilities and flow control best management
- 493 practices; and
- 494 t. driveway and fire access;
- 495 7. Proof that the lot or lots to be developed are recognized as a lot under K.C.C.
- 496 Title 19A;
- 497 8. A critical areas affidavit, if required by K.C.C. chapter 21A.24;
- 498 9. A completed environmental checklist, if required by K.C.C. chapter 20.44;
- 499 10. Payment of ~~((any development permit review))~~ application review screening
- 500 fees ((,excluding impact fees)) collectible under K.C.C. Title 27, if any;
- 501 11. A list of any permits or decisions applicable to the development proposal
- 502 that have been obtained before filing the application or that are pending before the county
- 503 or any other governmental entity;
- 504 12. ~~((Certificate of transportation concurrency from the department of local~~
- 505 ~~services if required by K.C.C. chapter 14.70. The certificate of transportation~~

506 concurrency may be for less than the total number of lots proposed by a preliminary plat
507 application only if:

508 a. ~~at least seventy five percent of the lots proposed have a certificate of~~
509 ~~transportation concurrency at the time of application for the preliminary plat;~~

510 b. ~~a certificate of transportation concurrency is provided for any remaining lots~~
511 ~~proposed for the preliminary plat application before the expiration of the preliminary plat~~
512 ~~and final recording of the additional lots; and~~

513 c. ~~the applicant signs a statement that the applicant assumes the risk that the~~
514 ~~remaining lots proposed might not be granted.~~

515 ~~13.))~~ Certificate of future connection from the appropriate purveyor for lots
516 located within the ~~((Urban Growth A))~~ urban area that are proposed to be served by on-
517 site or community sewage system and group B water systems or private well, if required
518 by K.C.C. 13.24.136 through 13.24.140;

519 ~~((14.))~~ 13. A determination if drainage review applies to the project under
520 K.C.C. chapter 9.04 and, if applicable, all drainage plans and documentation required by
521 the Surface Water Design Manual adopted under K.C.C. chapter 9.04 and, to the extent
522 known at the time of application and when determined necessary by the ~~((director))~~
523 manager, copies of any required storm water adjustments. Components of the drainage
524 review and plans and documentation that can only be completed during a seasonal
525 window shall not be required for purposes of a complete application;

526 ~~((15. Current assessor's maps and a list of tax parcels to which public notice~~
527 ~~must be given accordance with in this chapter, for land use permits requiring a Type 2, 3~~
528 ~~or 4 decision;~~

529 ~~16.))~~ 14. Legal description of the site;
530 ~~((17. Variances obtained or required under K.C.C. Title 14 or 21A to the extent~~
531 ~~known at the date of application or when deemed necessary by the director))~~

532 15. Approvals for any decisions when deemed necessary by the manager,
533 including but not limited to critical area alteration exceptions, reasonable use exceptions,
534 special use permits, conditional use permits, zoning variances, road variances, or
535 drainage standard adjustment or drainage criteria exception; and

536 ~~((18.))~~ 16. For commercial site development permits only, a phasing plan and a
537 time schedule, if the site is intended to be developed in phases or if all building permits
538 will not be submitted within three years.

539 B. ~~((A permit application is complete for purposes of this section when it meets~~
540 ~~the procedural submission requirements of the department and is sufficient for continued~~
541 ~~processing even though additional information may be required or project modifications~~
542 ~~may be undertaken subsequently. The determination of completeness shall not preclude~~
543 ~~the department from requesting additional information or studies either at the time of~~
544 ~~notice of completeness or subsequently if new or additional information is required or~~
545 ~~substantial changes in the proposed action occur, as determined by the department.~~

546 ~~€.))~~ Additional complete application requirements for the following ~~((land use~~
547 ~~permits))~~ applications are in the following sections of the King County Code:

- 548 1. Clearing and grading permits, K.C.C. 16.82.060;
- 549 2. Construction permits, K.C.C. ~~((16.04.052))~~ 16.02.260; and
- 550 3. Subdivision applications, short subdivision applications, and binding site plan
551 applications, K.C.C. 19A.08.150.

552 ~~((D.))~~ C. The ~~((director))~~ manager may~~((;))~~:

553 1. Specify the requirements of the site plan required to be submitted for various
554 permits; and

555 2. ~~((Require additional materials not listed in this section when determined to be
556 necessary for review of the project; and~~

557 3.)) Waive any of the specific submittal requirements listed ~~((of))~~ in this section
558 that are determined to be unnecessary for review of an application.

559 ~~((E.))~~ D. The applicant shall ~~((attest by written oath))~~ declare under penalty of
560 perjury as to the accuracy of all information submitted for an application.

561 ~~((F. Applications shall be accompanied by the payment of the applicable filing
562 fees, if any, as established by K.C.C. Title 27.))~~

563 SECTION 19. Ordinance 12196, Section 13, as amended, and K.C.C. 20.20.060
564 are hereby amended to read as follows:

565 A. A notice of application shall be provided to the public for land use ~~((permit))~~
566 applications as follows:

567 1. Type 2, 3, or 4 decisions;

568 2. Type 1 decisions subject to SEPA, except where the division is not the SEPA
569 lead agency for the project;

570 3. As provided in subsection K. ~~((and L.))~~ of this section; ~~((and))~~

571 4. Type 1 decisions requiring a community meeting under K.C.C. 20.20.035;

572 and

573 5. Where prescribed by ordinance.

574 B. Notice of the application shall be provided by the ~~((department))~~ division
575 within fourteen days following the ~~((department's))~~ division's determination that the
576 application is complete. ~~((A))~~ The public comment period ~~((on a notice of application of~~
577 ~~at least twenty-one))~~ shall be for fourteen days following issuance of the notice of
578 application, except that shoreline permits shall have a comment period of thirty days
579 ~~((shall be provided, except as otherwise provided in chapter 90.58 RCW and RCW~~
580 ~~58.17.215 with regards to subdivision alterations))~~. The public comment period shall
581 commence on the ~~((third))~~ day ~~((following the department's mailing of))~~ the notice of
582 application is published as provided for in subsection ~~((H.))~~ I. of this section.

583 C. If the county has made a determination of significance ("DS") under chapter
584 43.21C RCW before the issuance of the notice of application, the notice of the DS shall
585 be combined with the notice of application and the scoping notice.

586 D. Unless the mailed notice of application is by a post card as provided in
587 subsection E. of this section, the notice of application shall contain the following
588 information:

- 589 1. The file number;
- 590 2. The name of the applicant;
- 591 3. The date of application, the date of the notice of completeness and the date of
592 the notice of application;
- 593 4. A description of the project, the location, a list of the permits included in the
594 application, and the ~~((location))~~ publicly-accessible site where the application and any
595 environmental documents or studies can be reviewed;
- 596 5. A site plan on eight and one-half by fourteen-inch paper, if applicable;

- 597 6. The procedures and deadline for filing comments, requesting notice of any
598 required hearings, and any appeal procedure;
- 599 7. The date, time, place, and type of hearing, if applicable and scheduled at the
600 time of notice;
- 601 8. The identification of other permits not included in the application to the
602 extent known;
- 603 9. The identification of existing environmental documents that evaluate the
604 proposed project; and
- 605 10. A statement of the preliminary determination, if one has been made, of those
606 development regulations that will be used for project mitigation and of consistency with
607 applicable county plans and regulations.
- 608 E. If mailed notice of application is made by a post card, the notice of application
609 shall contain the following information:
- 610 1. A description of the project, the location, a list of the permits included in the
611 application and any environmental documents or studies can be reviewed;
- 612 2. The name of the applicant;
- 613 3. The date of application, the date of the notice of completeness, and the date
614 of the notice of application;
- 615 4. If the ((~~department~~)) division has made a decision or recommendation on the
616 application, the decision or recommendation made;
- 617 5. The applicable comment and appeal dates and the date, time, place, and type
618 of hearing, if applicable;

619 6. A ~~((web-site))~~ website address that provides access to project information ((;
620 ~~including a site map and application page~~)); and

621 7. The ~~((department))~~ division contact name, telephone number, and email
622 address;

623 F. Notice shall be provided in the following manner:

624 1. Posted at the project site as provided in subsections G. and J. of this section;

625 2. Mailed by first class mail as provided in subsection H. of this section; and

626 3. Published as provided in subsection I. of this section.

627 G. Posted notice for a proposal shall consist of one or more notice boards posted
628 by the applicant within fourteen days following the ~~((department's))~~ division's
629 determination of completeness as follows:

630 1. A single notice board shall be posted for a project. This notice board may
631 also be used for the posting of the notice of decision and notice of hearing and shall be
632 placed by the applicant:

633 a. at the midpoint of the site street frontage or as otherwise directed by the
634 ~~((department))~~ division for maximum visibility;

635 b. five feet inside the street property line except when the board is structurally
636 attached to an existing building, but a notice board shall not be placed more than five feet
637 from the street property without approval of the ~~((department))~~ division;

638 c. so that the top of the notice board is between seven to nine feet above grade;

639 d. where it is completely visible to pedestrians; and

640 e. comply with ~~((site))~~ sight distance requirements of K.C.C. 21A.12.210 and
641 the King County road standards adopted under K.C.C. chapter 14.42((-));

642 2. Additional notice boards may be required when:

643 a. the site does not abut a public road;

644 b. a large site abuts more than one public road; or

645 c. the ~~((department))~~ division determines that additional notice boards are

646 necessary to provide adequate public notice;

647 3. Notice boards shall be:

648 a. maintained in good condition by the applicant during the notice period

649 through the time of the final county decision on the proposal, including the expiration of

650 any applicable appeal periods, and for decisions that are appealed, through the time of the

651 final resolution of any appeal; and

652 b. in place at least twenty-eight days before the date of any required hearing

653 for a Type 3 or 4 decision, or at least fourteen days following the ~~((department's))~~

654 division's determination of completeness for any Type 2 decision; ~~((and~~

655 ~~e. removed within fourteen days after the end of the notice period;))~~

656 4. Removal of the notice board before the end of the notice period may be cause

657 for discontinuance of county review until the notice board is replaced and remains in

658 place for the specified ~~((time))~~ notice period;

659 5. An affidavit of posting shall be submitted to the ~~((department))~~ division by

660 the applicant within fourteen days following the ~~((department's))~~ division's determination

661 of completeness to allow continued processing of the application by the ~~((department))~~

662 division;

663 6. Notice boards shall be constructed and installed in accordance with
664 subsection G. of this section and any additional specifications promulgated by the
665 department under K.C.C. chapter 2.98, rules of county agencies; and

666 7. The ~~((director))~~ manager may waive the notice board requirement for a
667 development proposal located in an area with restricted access, an area that is not served
668 by public roads, or in other circumstances the ~~((director))~~ manager determines make the
669 notice board requirement ineffective in providing notice to those likely to be affected by
670 the development proposal. In such cases, the ~~((director))~~ manager shall require
671 alternative forms of notice under subsection M. of this section.

672 H. Mailed notice for a proposal shall be sent by the ~~((department))~~ division
673 within fourteen days after the ~~((department's))~~ division's determination of completeness:

674 1. By first class mail to owners of record of property in an area within five
675 hundred feet of the site. The area shall be expanded when the ~~((department))~~ division
676 determines it is necessary to send mailed notices to at least twenty different property
677 owners;

678 2. To any city with a utility that is intended to serve the site;

679 3. To the Washington state Department of Transportation, if the site adjoins a
680 state highway;

681 4. To the affected Indian tribes;

682 5. To any agency or community group that the ~~((department))~~ division may
683 identify as having an interest in the proposal;

684 6. ~~((Be considered supplementary to posted notice and b))~~ Be deemed
685 satisfactory despite the failure of one or more owners to receive mailed notice;

686 7. For preliminary plats only, to all cities within one mile of the proposed
687 preliminary plat, and to all airports within two miles of the proposed preliminary plat;

688 8. ~~((In those parts of the urban growth area designated by the King County
689 Comprehensive Plan w))~~Where King County and a city have adopted either a
690 memorandum of understanding or a potential annexation boundary agreement, or both,
691 the ~~((director))~~ manager shall ensure that the city receives notice of all applications for
692 development subject to this chapter and shall respond specifically in writing to any
693 comments on proposed developments subject to this title.

694 I. The notice of application shall be published by the ~~((department))~~ division
695 within fourteen days after the ~~((department's))~~ division's determination of completeness
696 on the division website and in ~~((the official county newspaper and another))~~ a newspaper
697 of general circulation ~~((in the affected area))~~.

698 J. Unless waived under subsection G.7. of this section, posted notice for
699 approved formal subdivision engineering plans, clearing, or grading permits subject to
700 SEPA₂, or building permits subject to SEPA shall be a condition of the plan or permit
701 approval and shall consist of a single notice board posted by the applicant at the project
702 site, before construction as follows:

703 1. Notice boards shall comport with the size and placement provisions identified
704 for construction signs in K.C.C. 21A.20.120.B;

705 2. Notice boards shall include the following information:

706 a. permit number and description of the project;

707 b. projected completion date of the project;

708 c. a contact name and phone number for both the ~~((department))~~ division and
709 the applicant;

710 d. a ~~((department))~~ division contact number for complaints after business
711 hours; and

712 e. hours of construction, if limited as a condition of the permit;

713 3. Notice boards shall be maintained in the same manner as identified ~~((above,))~~
714 in subsection F of this section; and

715 4. Notice boards shall remain in place until final construction approval is
716 granted. Early removal of the notice board may preclude authorization of final
717 construction approval.

718 K. ~~((Posted and mailed notice consistent with this section shall be provided to
719 property owners of record and to the council district representative in which it is located,
720 for any proposed single family residence in a higher density urban single family
721 residential zone (R-4 through R-8) exceeding a size of ten thousand square feet of floor
722 area as defined in the Washington State Uniform Building Code.~~

723 ~~L.))~~ Posted and mailed notice for any permit application for the establishment of
724 the uses listed in 1. through 3. of this subsection, consistent with this section, shall be
725 provided to any property owner of record and to the councilmember ~~((district
726 representative in which is locating any application for building permits or other necessary
727 land use approvals for the establishment of the social service facilities classified by SIC
728 8322 and 8361 and listed below))~~ in whose district the proposal is located, ((unless))
729 except that this subsection K. shall not apply if the proposed use is protected under the
730 Fair Housing Act:

- 731 1. Offender self-help agencies under SIC Industry 8322;
- 732 2. Parole offices under SIC Industry 8322; and
- 733 3. ~~((Settlement houses;~~
- 734 4.)) Halfway homes for delinquents and offenders under SIC Industry 8361 (~~(;~~
- 735 and
- 736 5. ~~Homes for destitute people))~~.

737 ~~((M.))~~ L. In addition to notice required by subsection F. of this section, the

738 ~~((department))~~ division may provide additional notice by any other means determined by

739 the ~~((department))~~ division as necessary to provide notice to persons or entity who may

740 be affected by a proposal.

741 SECTION 20. Ordinance 12196, Section 17, as amended, and K.C.C. 20.20.100

742 are hereby amended to read as follows:

743 A. ~~((The department shall issue its Type 3 or Type 4 recommendation to the~~

744 ~~office of the hearing examiner within one hundred fifty days from the date the department~~

745 ~~notifies the applicant that the application is complete. The periods for action by the~~

746 ~~examiner shall be governed by K.C.C. chapter 20.22 and the rules for conducting the~~

747 ~~examiner process adopted under K.C.C. 20.22.330.~~

748 ~~B.1. Except as otherwise provided in subsection B.2. of this section, the~~

749 ~~department shall issue its final decision on a Type 1 or Type 2 decision within one~~

750 ~~hundred twenty days from the date the department notified the applicant that the~~

751 ~~application is complete.~~

752 2. ~~The following periods apply to the type of land use permit indicated:~~

- ~~a. New residential building permits 90 days~~

- ~~-b. Residential remodels 40 days~~
- ~~-c. Residential appurtenances, such as decks and garages 15 days~~
- ~~-d. Residential appurtenances, such as decks and garages that 40 days
require substantial review~~
- ~~-e. Clearing and grading 90 days~~
- ~~-f. Department of public health review 40 days~~
- ~~-g. Type 1 temporary use permit for a homeless encampment 30 days~~
- ~~-h. Type 2 temporary use permit for a homeless encampment 40 days~~

753 ~~C. The following periods shall be excluded from the times specified in~~
 754 ~~subsections A., B., and H. of this section:)) The period to issue a final decision for each~~
 755 ~~type of complete land use application or project type subject to this chapter should not~~
 756 ~~exceed the following time periods, except as modified by this section:~~

757 1. For land use applications that do not require public notice under K.C.C.
 758 20.20.060, the division shall issue a final decision within sixty-five days of the
 759 determination of completeness;

760 2. For land use applications that require public notice under K.C.C. 20.20.060,
 761 the division must issue a final decision within one hundred days of the determination of
 762 completeness; and

763 3. For land use applications that require public notice under K.C.C. 20.20.060
 764 and a public hearing, the division must issue a final decision within one hundred seventy
 765 days of the determination of completeness.

766 B. The time periods for permit review established in subsection A. of this section
767 and as modified by subsections C. through K. of this section, shall be extended by
768 seventy-five percent if a development proposal or application:

769 1. Requires approval of a road variance under K.C.C. Title 14, or drainage
770 standard adjustment or drainage criteria exception under K.C.C. Title 9;

771 2. Is for a variance, critical area alteration exception, or reasonable use
772 exception under K.C.C. Title 21A;

773 3. Is granted concurrent review with other permit applications applicable to the
774 development; or

775 4. Is for a development proposal to install permanent stabilization measures to
776 replace any structures or grading done as an emergency action.

777 C. The number of days an application is in review with the division shall be
778 calculated from the day completeness is determined under section 17 of this ordinance to
779 the date a final decision is issued on the permit application. The number of days shall be
780 calculated by counting every calendar day and excludes the following periods:

781 1. Any period ((during which the applicant has been requested by the
782 department, the examiner, or the council to correct plans, perform required studies or
783 provide additional information, including road variances and variances required under
784 K.C.C. chapter 9.04. The period shall be calculated from the date of notice to the
785 applicant of the need for additional information until the earlier of the date the county
786 advises the applicant that the additional information satisfies the county's request or
787 fourteen days after the date the information has been provided)) between the day that the
788 division notifies the applicant in writing that additional information is required to further

789 process the application and the day when responsive information is submitted by the
790 applicant. If the county determines that corrections, studies, or other information
791 submitted by the applicant is insufficient, it shall notify the applicant of the deficiencies
792 and the procedures of this section shall apply as if a new request for information had been
793 made.

794 ((a.)) The ((department)) division shall set a ((reasonable)) sixty-day deadline
795 for the submittal of corrections, studies, or other information, and shall provide written
796 notification to the applicant. The ((department)) division may extend the deadline upon
797 receipt of a written request from an applicant providing satisfactory justification for an
798 extension ((-

799 ~~b. When granting a request for a deadline extension, the department shall give~~
800 ~~consideration to the number of days between the department receiving the request for a~~
801 ~~deadline extension and the department mailing its decision regarding that request));~~

802 2. The period during which an environmental impact statement is being
803 prepared following a determination of significance under chapter 43.21C RCW, as set
804 forth in K.C.C. 20.44.050;

805 3. ((The period during which an appeal is pending that prohibits issuing the
806 permit)) Any period between issuance of an administrative decision and resolution of an
807 administrative appeal, and any additional period provided by the administrative appeal
808 decision;

809 4. Any period during which an applicant fails to post the property, if required by
810 this chapter, following the date notice is required until an affidavit of posting is provided
811 to the ((department)) division by the applicant;

812 5. Any time extension mutually agreed upon by the applicant and the
813 ~~((department))~~ division; ~~((and))~~

814 6. Any time during which there is an outstanding fee balance ~~((that is sixty days~~
815 ~~or more past due))~~;

816 7. The period during which the department of ecology is reviewing and
817 approving shoreline variance or shoreline conditional use permit, measured between the
818 date of filing with the department of ecology and the date the county receives the
819 department of ecology's decision;

820 8. The period during which another agency is reviewing and issuing a decision
821 on any required modification to a previous approval, after the required construction
822 permit has been deemed complete; and

823 9. The period during which information has been requested that can only be
824 obtained during a seasonal window, including but not limited to, infiltration mounding
825 analysis, traffic studies when school is in session, wetland studies in the growing season,
826 or stream typing or fish status outside of times of low flow.

827 D. The county shall provide any written comments and requests for corrections
828 within thirty days of each submittal or resubmittal.

829 ~~((D.))~~ E. The division may cancel a permit application in the following situations:

830 1. Failure by the applicant to submit corrections, studies, or other information
831 acceptable to the ~~((department))~~ division after two rounds of written requests under
832 subsection C. of this section ~~((shall be cause for the department to cancel or deny the~~
833 application.)); or

834 2. Failure by the applicant to make full payment of review fees within sixty days
835 of the division's invoice.

836 F. If an applicant informs the division in writing that the applicant would like to
837 temporarily suspend the review of the project for more than sixty days, or if an applicant
838 is not responsive for more than sixty consecutive days after the division has notified the
839 applicant in writing, that additional information is required to further process the
840 application, an additional thirty days may be added to the time periods for the division to
841 issue a final decision. Any written notice from the division to the applicant that
842 additional information is required to further process the application shall include a notice
843 that nonresponsiveness for sixty consecutive days may result in thirty days being added
844 to the time period for permit review. For the purposes of this subsection,
845 "nonresponsiveness" means that an applicant is not making demonstrable progress on
846 providing additional requested information to the division, or that there is not ongoing
847 communication from the applicant to the division on the applicant's ability or willingness
848 to provide the additional information.

849 G. The time periods for permit review established in this section shall not apply if
850 an unforeseen event, as determined by the permitting division manager, disrupts normal
851 county operations and prevents permit review from being feasible. This could include,
852 but is not limited to:

853 1. Declared emergencies under K.C.C. chapter 12.52;

854 2. Court orders, litigation, or settlements pursuant to specific applications or to
855 the King County Comprehensive Plan or the county's development regulations;

856 3. Building or land use moratoria;

857 4. A recession resulting in unexpected staffing changes; or
858 5. Denial of service for critical infrastructure, such as software failure, breach or
859 termination of contract, loss of internet access, or cyber security breach.

860 H. The time ((limits)) periods established in this subsection A. of section shall
861 not apply if a proposed development or application:

862 1. ~~Requires ((either: an amendment to the Comprehensive Plan a development~~
863 ~~regulation; or)) modification or waiver of a development regulation as part of a~~
864 ~~demonstration project in K.C.C. chapter 21A.55. Any time periods for permit review in~~
865 ~~that chapter shall apply;~~

866 2. ~~((Requires approval of a new fully contained community as provided in RCW~~
867 ~~36.70A.350, master planned resort as provided in RCW 36.70A.360 or the siting of an~~
868 ~~essential public facility as provided in RCW 36.70A.200; or)) Involves uses or activities
869 related to mineral extraction or processing, coal mining, materials processing facilities, or
870 fossil fuel facilities: or~~

871 3. Is to rectify a code violation case;

872 ~~((3-I))~~ I.1. If an application is revised by the applicant((, when the revisions
873 will)) and results in a substantial change in ((a project's review requirements, as
874 determined by the department, in which case the period shall start from the date at which
875 the revised project application is determined to be complete)) the application review, the

876 division may, in some cases, need to restart the time period for permit review in K.C.C.
877 20.20.100. A substantial change in the application review may also include new public
878 notice and revised vesting.

879 2. For the purposes of this subsection H.:

880 a. a "substantial change" that results in new public notice, revised vesting, and
881 a restart of the time periods for permit review, includes, but is not limited to:

882 (1) the creation of additional lots;

883 (2). the reduction or elimination of open space; or

884 (3) a change in land use;

885 b. a "substantial change" that results in a restart of the time periods for permit
886 review, includes, but is not limited to:

887 (1) a fifty-percent or more increase to the total value of building construction
888 work, including all finish work, painting, roofing, electrical, plumbing, heating,
889 ventilation, air conditioning, elevators, fire systems, and any other permanent fixtures;

890 (2) a ten-percent or more increase to the total building square footage,
891 impervious surface area, parking, or building height;

892 (3) when a change to the application results in a change to the type of
893 drainage review required under the King County Surface Water Design Manual, if the
894 new type of drainage review adds additional requirements;

895 (4) when a change to the application results in a new requirement for a road
896 variance under K.C.C. Title 14;

897 (5) when a change in points of ingress or egress to the property, where:

898 (a) the ingress or egress point is moved more than 25 percent of the width of
899 the property line width on the same street; or

900 (b) the ingress or egress point is on a different street; or

901 (6) when a change to the application results in a new or increased impact to
902 critical areas that will require a revision to mitigation measures.

903 ~~((F. The time limits established in this section may be exceeded on more complex~~
904 ~~projects. If the department is unable to issue its Type 1 or Type 2 decision or its Type 3~~
905 ~~or Type 4 recommendation within the time limits established by this section, it shall~~
906 ~~provide written notice of this fact to the applicant. The notice shall include a statement of~~
907 ~~reasons why the time limits have not been met and an estimated date for issuance of the~~
908 ~~notice of a Type 1 or Type 2 decision or a Type 3 or Type 4 recommendation.~~

909 G-)) J. The ~~((department))~~ division shall require that all plats, short plats, building
910 permits, clearing and grading permits, conditional use permits, special use permits,
911 commercial site development permits, shoreline substantial development permits, binding
912 site plans, urban planned development permits, or fully contained community permits,
913 issued for development activities on or within five hundred feet of designated agricultural
914 lands, forest lands, or mineral resource lands, contain a notice that the subject property is
915 within or near designated agricultural lands, forest lands, or mineral resource lands, on
916 which a variety of commercial activities may occur that are not compatible with
917 residential development for certain periods of limited duration.

918 ~~((H. To the greatest extent practicable, the department shall make a final~~
919 ~~determination on all permits required for a Washington state Department of~~
920 ~~Transportation project on a state highway as defined in RCW 46.04.560 with an~~
921 ~~estimated cost of less than five hundred million dollars no later than ninety days after~~
922 ~~receipt of a complete permit application))~~ K. Where federal, state, or county law requires
923 a shorter time period for permit review and decision, the division should comply with the
924 shorter time periods.

925 L.1. An applicant may, in writing and with the division's agreement, voluntarily
926 opt out of the time period for permit review and decision specified in this section.

927 2. If an applicant is under an application processing service agreement with the
928 county, the time periods for permit review in that agreement shall control.

929 NEW SECTION. SECTION 21. There is hereby added to K.C.C. chapter 20.20 a
930 new section to read as follows:

931 Reporting on permit review timelines shall be submitted annually to the council,
932 in accordance with section 26 of this ordinance.

933 SECTION 22. Ordinance 6949, Section 8, as amended, and K.C.C. 20.44.060 are
934 hereby amended to read as follows:

935 A. The procedures and standards of WAC 197-11-500 through 197-11-570 are
936 adopted regarding public notice and comments.

937 B. For purposes of WAC 197-11-510, public notice shall be required as provided
938 in K.C.C. Title 20. The comment period for notices under this section shall be fourteen
939 days. Publication of notice in a newspaper of general circulation (~~in the area where the~~
940 ~~proposal is located~~) also shall be required for all nonproject actions and for all other
941 proposals that are subject to the provisions of this chapter but are not classified as land use
942 ((~~permit~~)) decisions in K.C.C. Title 20.

943 C. The responsible official may require further notice if deemed necessary to
944 provide adequate public notice of a pending action. Failure to require further or alternative
945 notice shall not be a violation of any notice procedure.

946 SECTION 23. Ordinance 6949, Section 5, as amended, and K.C.C. 20.44.030 are
947 hereby amended to read as follows:

948 The procedures and standards regarding the timing and content of environmental
949 review specified in WAC 197-11-055 through 197-11-100 are adopted subject to the
950 following:

951 A. The optional provision of WAC 197-11-060(3)(c) is adopted.

952 B. Under WAC 197-11-100, the applicant shall prepare the initial environmental
953 checklist, unless the lead agency specifically elects to prepare the checklist. The lead
954 agency shall make a reasonable effort to verify the information in the environmental
955 checklist and shall have the authority to determine the final content of the environmental
956 checklist.

957 C. The department of local services, permitting division, may ~~((set reasonable~~
958 ~~deadlines for the))~~ require, in accordance with K.C.C. 20.20.100, submittal of information,
959 studies, or documents necessary for, or subsequent to, threshold determinations~~((Failure~~
960 ~~to meet such deadlines shall cause the application to be deemed withdrawn, and plans or~~
961 ~~other data previously submitted for review may be returned to the applicant together with~~
962 ~~any unexpended portion of the application review fees))~~.

963 SECTION 24. Ordinance 13130, Section 11, as amended, and K.C.C. 21A.42.190
964 are hereby amended to read as follows:

965 A. The department may review and approve, in accordance with the code
966 compliance process of this chapter, an expansion of a use or development authorized by an
967 existing conditional use, special use or unclassified use permit as follows:

968 1. The expansion shall conform to this title and the original ~~((land use))~~ permit,
969 except that the project-wide amount of each of the following may be increased up to ten
970 percent:

971 a. building square footage;

972 b. impervious surface;

973 c. parking; or

974 d. building height;

975 2. No subsequent expansions shall be approved under this subsection if the
976 cumulative amount of such expansions exceeds the percentage prescribed in subsection
977 A.1. of this section; and

978 3. An expansion of a use or development authorized by an existing conditional
979 use, special use or unclassified use permit that does not conform to subsection A.1. of this
980 section may only be approved if:

981 a. the expansion is within a use or development authorized by an existing
982 conditional use permit and is reviewed and approved as a conditional use; or

983 b. the expansion is within a use or development authorized by an existing special
984 use or unclassified use permit and is reviewed and approved as a special use.

985 B. The department may review and approve, in accordance with the code
986 compliance process of this chapter, a modification of a use or a development authorized by
987 an existing conditional use, special use, or unclassified use permit that does not make a
988 substantial change, as ~~((determined by the department))~~ defined in K.C.C. 20.20.100, to the
989 conditional use, special use, or unclassified use. ~~((For the purpose of this subsection, a
990 "substantial change" includes, but is not limited to, a change to the conditions of approval
991 that leads to significant built or natural environmental impacts that were not addressed in
992 the original approval or the creation of a new use.))~~

993 C. This section shall not apply to modifications or expansions of:

- 994 1. Telecommunication facilities under K.C.C. 21A.26.140;
- 995 2. Minor telecommunication facilities under K.C.C. 21A.27.090; or
- 996 3. Nonconformances under K.C.C. 21A.32.065.

997 SECTION 25. Ordinance 17485, Section 44, and K.C.C. 21A.42.210 are hereby
998 amended to read as follows:

999 In the RA zone, the following apply to the expansion or modification of a school
1000 authorized by an existing land use permit:

1001 A. Pursuant to the code compliance process of this chapter, the department may
1002 review and approve an expansion or modification of an elementary school authorized by an
1003 existing land use permit even if the use is not permitted outright in the RA zone. Such
1004 expansions or modifications shall conform to all other provisions of this title;

1005 B. Pursuant to the code compliance process of this chapter, the department may
1006 review and approve an expansion of a middle school, junior high school or high school
1007 authorized by an existing land use permit even if the use is not permitted outright in the RA
1008 zone. Such expansions shall conform to all other provisions of this title. Any expansions
1009 under this subsection shall be subject to the following:

- 1010 1. the project-wide amount of each of the following may be increased by up to ten
1011 percent:
 - 1012 a. building square footage;
 - 1013 b. impervious surface;
 - 1014 c. parking; and
 - 1015 d. building height; and

1016 2. No subsequent expansions shall be approved under this subsection if the
1017 cumulative amount of such expansions exceeds the percentage prescribed in subsection
1018 B.1. of this section;

1019 C. An expansion of a school that does not conform to the provisions of subsection
1020 B. of this section may only be approved if the expansion is reviewed and approved as a
1021 conditional use; and

1022 D. The department may review and approve, in accordance with the code
1023 compliance process of this chapter, a modification of a middle school, junior high school or
1024 high school authorized by an existing land use permit that does not make a substantial
1025 change to the existing land use permit, as ~~((determined by the department. For the purpose~~
1026 ~~of this subsection, a "substantial change" includes, but is not limited to, a change to the~~
1027 ~~conditions of approval that leads to significant built or natural environmental impacts that~~
1028 ~~were not addressed in the original approval))~~ defined in K.C.C. 20.20.100.

1029 SECTION 26.

1030 A. The executive shall, in consultation and collaboration with councilmembers,
1031 prepare a permit review performance report. The executive should transmit the report to
1032 the council by December 31, 2025, in the form of an electronic copy with the clerk of the
1033 council, who shall retain an electronic copy and provide an electronic copy to all
1034 councilmembers, the council chief of staff, and the lead staff for the local services and
1035 land use committee or its successor. The report, shall include, but not be limited to:

1036 1. A description of the current requirements for project review timeline
1037 reporting in state and county law;

1038 2. A plan for, and the resources needed to, comply with the project review
1039 timeline reporting requirements in chapter 36.70B RCW;

1040 3. A plan for, and the resources needed to, provide project review timeline
1041 reporting for all project permit types, similar to the reporting requirement for housing
1042 projects in chapter 36.70B RCW;

1043 4. A plan for, and the resources needed to, provide project review timeline
1044 reporting on the county's website;

1045 5. An evaluation of the impacts of the project review timelines established in
1046 chapter 36.70B RCW on customer service for county residences, including:

1047 a. a description of how the additional staffing, fee increase, code changes, and
1048 process improvements will be demonstrable to a resident applying for a project permit;
1049 and

1050 a. whether additional investments, code change, or process improvements will
1051 be needed to comply with the requirements in RCW 36.70B or potential growth in project
1052 permit applications in the 2026-2027 or future biennia;

1053 6. Recommendations for any code changes to address the evaluation required by
1054 this proviso, which should include a requirement that the annual reports are required no
1055 later than June of each year;

1056 B. The executive shall transmit an ordinance that implements the
1057 recommendations required by the report in this section, as well as the first annual report,
1058 to the council by June 30, 2026, in the form of an electronic copy with the clerk of the
1059 council, who shall retain an electronic copy and provide an electronic copy to all
1060 councilmembers, the council chief of staff, and the lead staff for the local services and
1061 land use committee or its successor. The ordinance shall, at a minimum, amend section
1062 21 of this ordinance, to include the required reporting components.

- 1063 SECTION 27. The following are hereby repealed:
- 1064 A. Ordinance 16959, Section 49;
- 1065 B. Ordinance 12560, Section 15, as amended, and K.C.C. 16.02.310;
- 1066 C. Ordinance 12196, Section 12, and K.C.C. 20.20.050;
- 1067 D. Ordinance 12196, Section 15, as amended, and K.C.C. 20.20.080; and
- 1068 E. Ordinance 10870, Section 618, and K.C.C. 21A.42.110.

1069 SECTION 28. Severability. If any provision of this ordinance or its application

1070 to any person or circumstance is held invalid, the remainder of the ordinance or the

1071 application of the provision to other persons or circumstances is not affected."

1072

1073 **EFFECT prepared by E. Auzins: Striking Amendment S1:**

- 1074 1. Modifies findings to reflect changes in the ordinance.
- 1075 2. Adopts the methods the County will use to avoid refunding of permit fees under
- 1076 RCW 36.70B.160.
- 1077 3. Moves the exemption from providing a site plan for interior alterations to the
- 1078 Building Code in Title 16, rather than in the procedures section of Title 20.
- 1079 4. Requires applications to be signed under penalty of perjury that the information is
- 1080 accurate to the knowledge of the applicant.
- 1081 5. Removes 2 out of scope sections.
- 1082 6. Aligns the requirements to cancel a permit application between the Building Code
- 1083 and Title 20.
- 1084 7. Aligns the definitions of "substantial change" across titles 16, 19A, 20, and 21A.
- 1085 8. Removes out of date language in the purpose section of K.C.C. chapter 20.20.
- 1086 9. Specifies that Type 4 permits are for site-specific, not areawide, applications.
- 1087 10. Clarifies that all applications that are subject to the North Highline Design
- 1088 Standards require a preapplication meeting, not just Type 1 permits.
- 1089 11. Removes requirements that a permit application fee be submitted for purposes of
- 1090 a complete application.
- 1091 12. Specifies requirements for a site plan.
- 1092 13. Removes a requirement that drainage studies that are dependent on a seasonal
- 1093 window are not required for purposes of a complete application.
- 1094 14. Adds language that an application is incomplete if it requires amendment to the
- 1095 Comprehensive Plan, amendment to a development regulation, zone
- 1096 reclassification, shoreline environment redesignation, amendment or deletion of a

- 1097 P-suffix condition, deletion of a special district overlay, or deletion of a
 1098 Demonstration Project Area, and it has not already been obtained.
- 1099 15. Specifies that a Notice of Application and notice for a SEPA determination have a
 1100 comment period of 14 days, except that a shoreline permit has a comment period
 1101 with the Notice of Application of 30 days.
- 1102 16. Removes a requirement to provide notice for specific types of residential
 1103 developments.
- 1104 17. Modifies what types of projects are exempted from the standard time periods for
 1105 permit review, to reasons to toll the time periods, including:
- 1106 a. Approval of shoreline conditional use permits and shoreline variances by
 1107 the department of ecology.
- 1108 b. Modifications to previous approvals from other agencies.
- 1109 18. Adds an additional allowance to toll the time periods for permit review, for
 1110 studies that require information to be gathered during certain times of the year.
- 1111 19. Adds a requirement that each round of review by the County that results in written
 1112 comments/corrections take no more than 30 days.
- 1113 20. Adds specificity to when the division may find an "unforeseen circumstances"
 1114 that would then exempt projects from the standard time periods for permit review.
- 1115 21. Adds a new category that allows for additional time (75% more time than the
 1116 standard) for permit review, for:
- 1117 a. Approval of a road variance, or drainage standard adjustment or drainage
 1118 criteria exception.
- 1119 b. For a variance or critical area alteration exception.
- 1120 c. For concurrent review.
- 1121 d. For a development proposal to install permanent stabilization measures to
 1122 replace any structures or grading done as an emergency action.
- 1123 22. Specifies when a substantial change to a permit application is treated as a new
 1124 application, with new notice and new vesting, and when a substantial change only
 1125 starts the time periods for permit review over. Specific items in this list that have
 1126 changes include:
- 1127 a. Changing the item related to building valuation from 10% to 50%.
- 1128 b. Changing the triggers related to stormwater management to when the
 1129 change triggers additional requirements related to the type of drainage
 1130 review required under the Surface Water Design Manual.
- 1131 c. Changing the trigger related to when ingress and egress points are moved,
 1132 to include criteria for when a substantial change has occurred.
- 1133 23. Specifies that when another law requires a shorter time period for permit review,
 1134 the County should comply with those laws.
- 1135 24. Clarifies when an applicant can opt out of the time periods for permit review, and
 1136 that if an application processing service agreement exists, the time periods in that
 1137 agreement control.
- 1138 25. Adds a requirement that the Executive determine what data is needed to
 1139 effectively report on permit review timelines, what resources are needed, and

1140 when reporting should begin. Repeals an existing requirement for a permit
1141 processing timeline report.